USER MANUAL FOR

SUBMISSION OF APPLICATION FOR VISA ELECTRONICALLY
(SAVE)

FOR

IMMIGRATION & CHECKPOINTS AUTHORITY

(AUTHORISED VISA AGENT/TRUSTED PARTNER - GROUP)

Table of Contents

1. INTRODUCTION 3

1.1 OVERVIEW 3
1.2 ABOUT THIS MANUAL 4
1.3 INSTALLATION/SETUP 5
1.4 CONVENTION 6

2 FUNCTIONS 7

2.1 LOGIN 7
2.2 AUTHORISED VISA AGENT/TRUSTED PARTNER MAIN MENU 14
2.3 CHANGE PASSWORD 15
2.4 LOGOUT 16

3 VISA APPLICATION – GROUP VISA APPLICATION 17

3.1 VISA APPLICATION – SUBMIT VISA APPLICATION (FORM14A) 17
3.2 VISA APPLICATION – GROUP VISA LIST 20
3.3 PRINT ACKNOWLEDGEMENT FOR VISA APPLICATION 22
3.4 PRINT FORM14A 23

4 VISA APPLICATION – BATCH GROUP FILE 32

4.1 VISA APPLICATION – UPLOAD BATCH DOCUMENT 32
4.2 VISA APPLICATION – UPLOAD BATCH DOCUMENT (IN PROCESS) 33
4.3 VISA APPLICATION – GROUP VISA LIST 34
4.4 ACKNOWLEDGEMENT PAGE 37

5 PRINTING OF VISA APPLICATION FORM 14A 39

5.1 PRINTING OF VISA APPLICATION FORM 14A (SINGLE) 39
5.2 PRINTING OF VISA APPLICATION FORM 14A (MULTIPLE) 41

6 APPLICATION ENQUIRY – APPLICATION STATUS 44

6.1 APPLICATION ENQUIRY – ENQUIRE BY APPLICATION REFERENCE NO 44
6.2 APPLICATION ENQUIRY – ENQUIRE BY APPLICANT DETAILS 52

7 FREQUENTLY ASKED QUESTIONS 55

1. INTRODUCTION

1.1 Overview

The Authorised Visa Agent/Trusted Partner – Group module is a web-based application to allow Authorised Visa Agent/Trusted Partners to apply Entry Visa into Singapore. There is a hyperlink from the existing ICA web site (URL: http://www.ica.gov.sg/) or the Government's eCitizen Portal (URL : http://www.ecitizen.gov.sg), to this front-end Internet application.

1.2 About This Manual

The objective of this document is to explain the step-by-step guidelines on how to use the Authorised Visa Agent/Trusted Partner – Group module for Authorised Visa Agent/Trusted Partners.

The users of Authorised Visa Agent/Trusted Partner – Group module should have basic knowledge of using a web browser such as Internet Explorer (IE), navigating from one page to another.

The chapters in this manual are organized in a logical functional manner, and not necessary in the order that the users would normally use the system.

A reader can go through this User Manual in any order according to the specific function that he/she encountered or is interested in.

The functionality for the Authorised Visa Agent/Trusted Partner – Group module includes application of group Visa, printing Form 14A, enquiry of Visa application and allows user to change password.

1.3 Installation/Setup

The user will require the following:

- Basic PC setup with Modem or Broadband
- Supported Browsers:
  Internet Explorer (IE) version 7.0, 8.0, 9.0, Firefox 3.6 and Safari 6.0

The user needs to configure the settings of his Internet browser before he launches SAVE website by following the steps in the link http://www.ica.gov.sg/VETS/SAVE/Settings.html .

If you are using a pop-up blocker, please add the following as your allowed sites. Otherwise, the relevant transaction pages from the banks may not be displayed, or your transaction request may not be complete.

- www.enets.com.sg
- www.enets.sg
- www.psi.gov.sg

1.4 Convention

This manual uses the following conventions:

- **'*'** next to a field to show that the field is a mandatory field.
- **[BUTTON NAME]** to show it is a button.
- **[Proceed]** button indicates that the system will be displaying another application page after the current page.
- **[Save]** or **[Submit]** button indicates that the system will update or insert records in the database and display the acknowledgment page
- **[Print]** button displays the print dialog box on the browser
- **[Back]** button will return to the previous page where the user is from.
- **[Clear]** button will clear all fields and reset lists of all drop down lists.

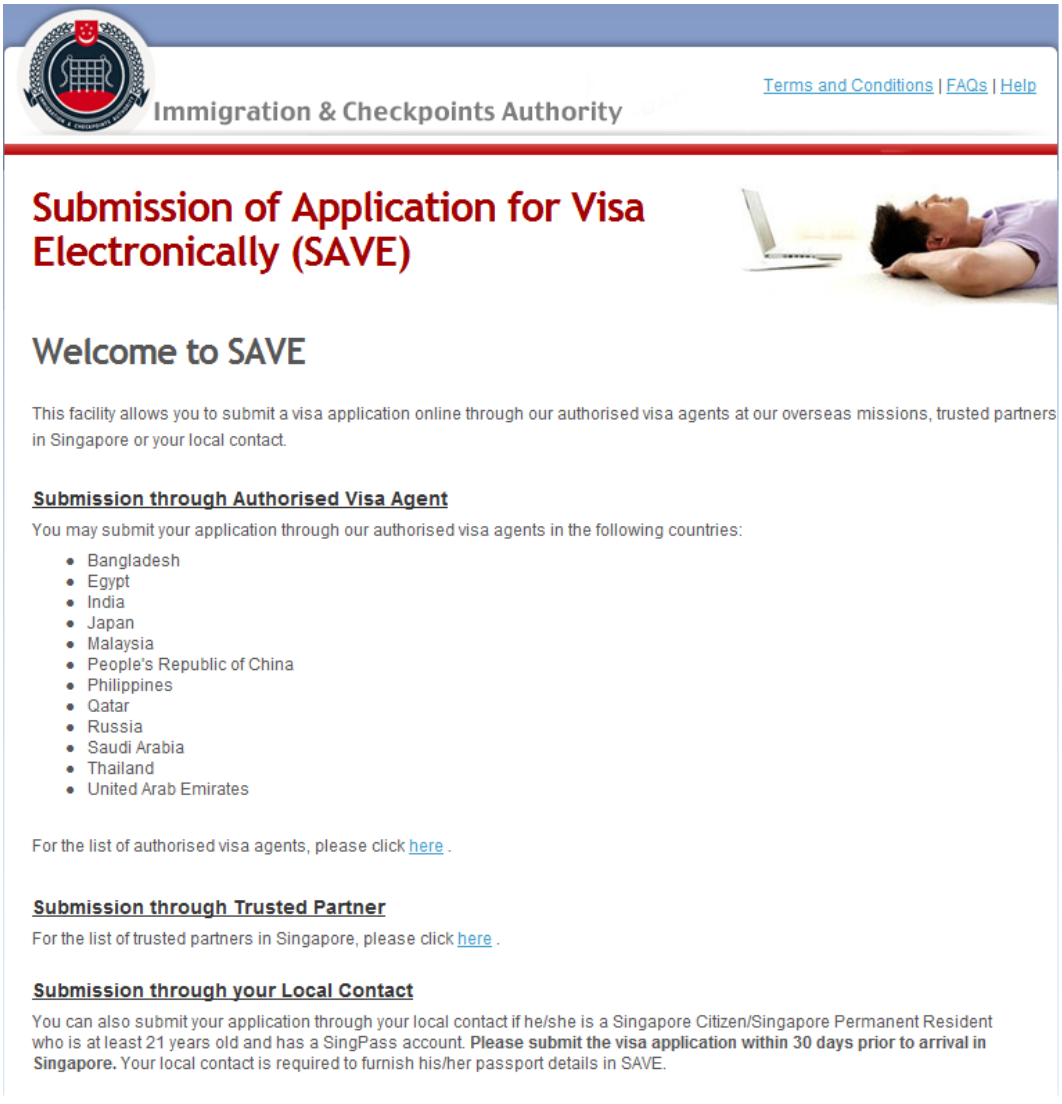
The following format is used by the SAVE system:

- DD/MM/YYYY as a Date Format
- HH24:MI:SS as a Time Format

2 FUNCTIONS

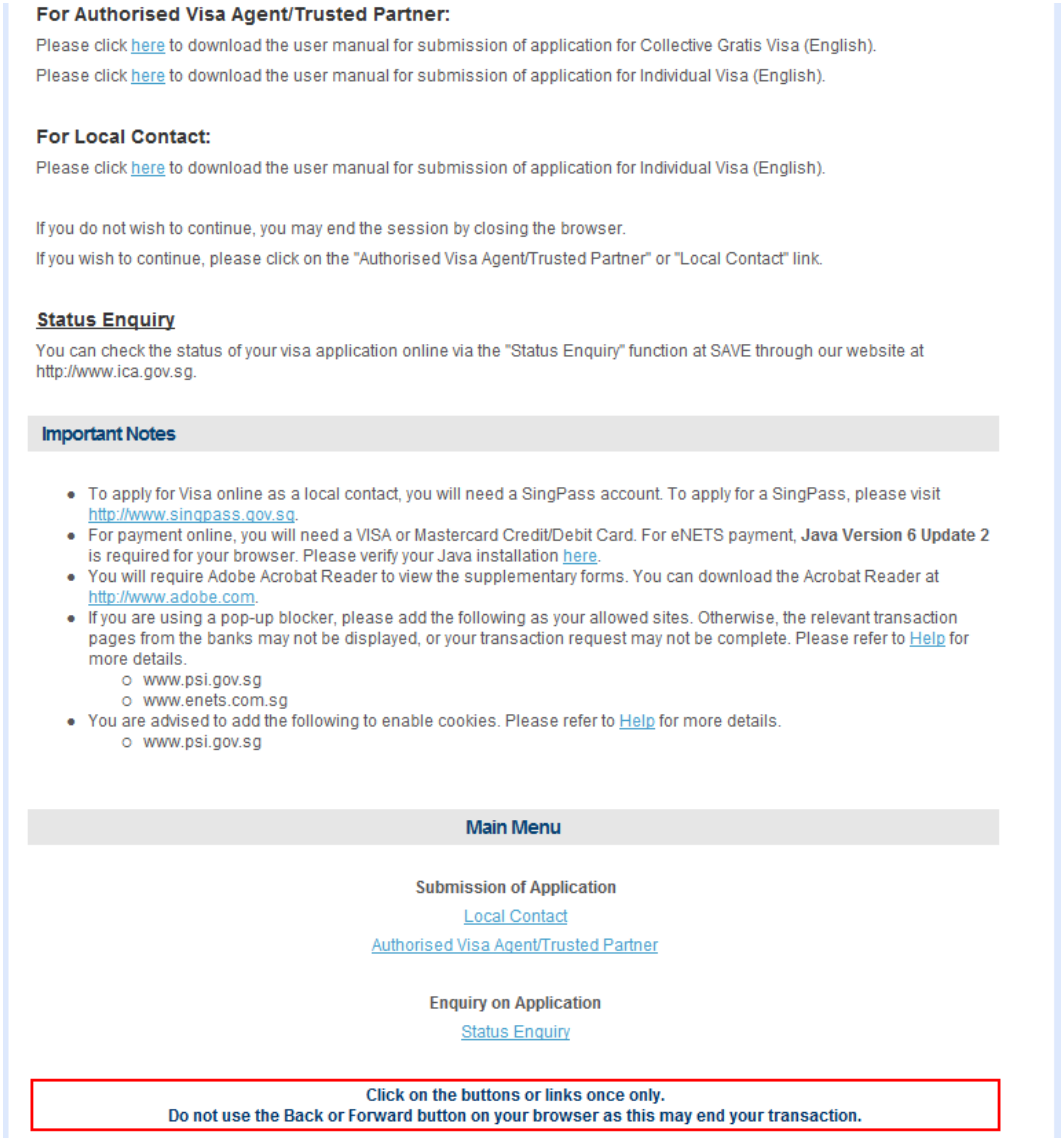
2.1 Login

Go to the Authorised Visa Agent/Trusted Partner - Individual module at (URL: https://www.psi.gov.sg/NASApp/tmf/TMFServlet?app=SAVE-OVAL&isNew=true&Reload=true). The SAVE main page will be displayed as follows:


Immigration & Checkpoints Authority
Terms and Conditions | FAQs | Help
Submission of Application for Visa Electronically (SAVE)
Welcome to SAVE
This facility allows you to submit a visa application online through our authorised visa agents at our overseas missions, trusted partners in Singapore or your local contact.
Submission through Authorised Visa Agent
You may submit your application through our authorised visa agents in the following countries:
Bangladesh
Egypt
India
Japan
Malaysia
People's Republic of China
Philippines
Qatar
Russia
Saudi Arabia
Thailand
United Arab Emirates
For the list of authorised visa agents, please click here .
Submission through Trusted Partner
For the list of trusted partners in Singapore, please click here .
Submission through your Local Contact
You can also submit your application through your local contact if he/she is a Singapore Citizen/Singapore Permanent Resident who is at least 21 years old and has a SingPass account. Please submit the visa application within 30 days prior to arrival in Singapore. Your local contact is required to furnish his/her passport details in SAVE.

Caution:
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.


For Authorised Visa Agent/Trusted Partner:
Please click here to download the user manual for submission of application for Collective Gratis Visa (English).
Please click here to download the user manual for submission of application for Individual Visa (English).
For Local Contact:
Please click here to download the user manual for submission of application for Individual Visa (English).
If you do not wish to continue, you may end the session by closing the browser.
If you wish to continue, please click on the "Authorised Visa Agent/Trusted Partner" or "Local Contact" link.
Status Enquiry
You can check the status of your visa application online via the "Status Enquiry" function at SAVE through our website at http://www.ica.gov.sg.
Important Notes
To apply for Visa online as a local contact, you will need a SingPass account. To apply for a SingPass, please visit http://www.singpass.gov.sg.
For payment online, you will need a VISA or Mastercard Credit/Debit Card. For eNETS payment, Java Version 6 Update 2 is required for your browser. Please verify your Java installation here.
You will require Adobe Acrobat Reader to view the supplementary forms. You can download the Acrobat Reader at http://www.adobe.com.
If you are using a pop-up blocker, please add the following as your allowed sites. Otherwise, the relevant transaction pages from the banks may not be displayed, or your transaction request may not be complete. Please refer to Help for more details.
www.psi.gov.sg
www.enets.com.sg
You are advised to add the following to enable cookies. Please refer to Help for more details.
www.psi.gov.sg
Main Menu
Submission of Application
Local Contact
Authorised Visa Agent/Trusted Partner
Enquiry on Application
Status Enquiry
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

To view a list of all active Authorised Visa Agents under SAVE

- In the section "Submission through Authorised Visa Agent, click on the **[HERE]** hyperlink
- A list of Authorised Visa Agents under SAVE will be displayed. A section of the list is shown below.

Caution:
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

Immigration & Checkpoints Authority
Terms and Conditions | FAQs | Help
Submission of Application for Visa Electronically (SAVE)
List of Authorised Visa Agents (Individual Visas)
ABU DHABI
OMEIR TRAVEL AGENCY
BANGKOK
HOLIDAY TOURS & TRAVEL (THAILAND) LTD
M.P.T TRAVEL TRIP CO.,LTD
BEIJING
BEIJING A-MEI EXPRESS INTERNATIONAL TRAVEL SERVICE CO. LTD
BEIJING CAISSA INTERNATIONAL TRAVEL SERVICES CO., LTD
BEIJING CTRIP INTERNATIONAL TRAVEL SERVICE CO., LTD (BCITS)
BEIJING JIAOYUAN ENTRY-EXIT FACILITATION SERVICE - BJY
BEIJING JIEDAJIAQI INTERNATIONAL TRAVEL - JDA
CHINA COMFORT TRAVEL CO., LTD - CCT
CHINA CYTS TOURS HOLDING CO., LTD - CYTS
CHINA INTERNATIONAL TRAVEL SERVICES - CITS
CHINA OCEAN INTERNATIONAL TRAVEL SERVICE - OCEAN
CHINA PEACE INTERNATIONAL TOURISM CO., LTD - PEACE
CHINA SERVICE CENTRE FOR FRIENDSHIP & COOPERATION WITH FOREIGN CTY
CHINA TRAVEL SERVICE HEAD OFFICE (BEIJING) CO LTD- CTS
CHINA YOUTH TRAVEL SERVICE DALIAN - DL CYTS
CITIC BANK
HARBIN RAILWAY INTERNATIONAL TRAVEL SERVICE
HONGDA (BEIJING) INTERNATIONAL TRAVEL SERVICE CO., LTD
JINAN INTERNATIONAL EXCHANGE SERVICE CENTRE
LIAONING CHINA YOUTH TRAVEL SERVICE - LN CYTS
LIAONING SINO-SINGAPORE INTERNATIONAL EDUCATION & CULTURE EXCHANGE
SHENYANG OVERSEAS INTERNATIONAL TRAVEL SERVICE - SY OVERSEAS
SHENYANG YOUTH INTERNATIONAL TRAVEL SERVICE
TIANJIN CHINA TRAVEL SERVICE - TJ CTS
TIANJIN CHINA YOUTH TRAVEL SERVICE
TIANJIN FOREIGN SERVICE CORPORATION
TRIP GLOBAL THEME TRAVEL CLUB

To view a list of all active Trusted Partners under SAVE

- In the section "Submission through Trusted Partner, click on the **[HERE]** hyperlink
- A list of Trusted Partners under SAVE will be displayed. A section of the list is shown below.

Caution:
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

Immigration & Checkpoints Authority
Terms and Conditions | FAQs | Help
Submission of Application for Visa Electronically (SAVE)
List of Trusted Partners (Individual Visas)
SINGAPORE
CHANGI GENERAL HOSPITAL
JOHNS HOPKINS SINGAPORE
KK WOMEN'S AND CHILDREN'S HOSPITAL
MOUNT ALVERNIA HOSPITAL
NATIONAL CANCER CENTRE SINGAPORE
NATIONAL HEART CENTRE SINGAPORE
NATIONAL NEUROSCIENCE INSTITUTE
PARKWAY GROUP HEALTHCARE PTE LTD
RAFFLES HOSPITAL
SINGAPORE GENERAL HOSPITAL
SINGAPORE NATIONAL EYE CENTRE
TAN TOCK SENG HOSPITAL
Back
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

Caution:
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

To proceed to login into the Authorised Visa Agent/Trusted Partner - Group module

- Enter User ID
- Enter Password
- Click on the **[LOGIN]** button

Immigration & Checkpoints Authority
Terms and Conditions | FAQs | Help
Submission of Application for Visa Electronically (SAVE)
Note:
All fields are mandatory.
Authorised Visa Agent/Trusted Partner Login Page
Please read the Terms and Conditions carefully before clicking on the "Login" button. By accessing or using this site, you shall be deemed to have accepted to the Terms of Use, conditions and all applicable laws.
User ID :
Password :
Login
Return to Homepage
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

For first time users or when the password expires, they will be prompted to change their password. Otherwise, the Authorised Visa Agent/Trusted Partner Main Menu Page will be displayed if they have entered their User ID and Password correctly.

Caution:
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

If the user account is revoked,

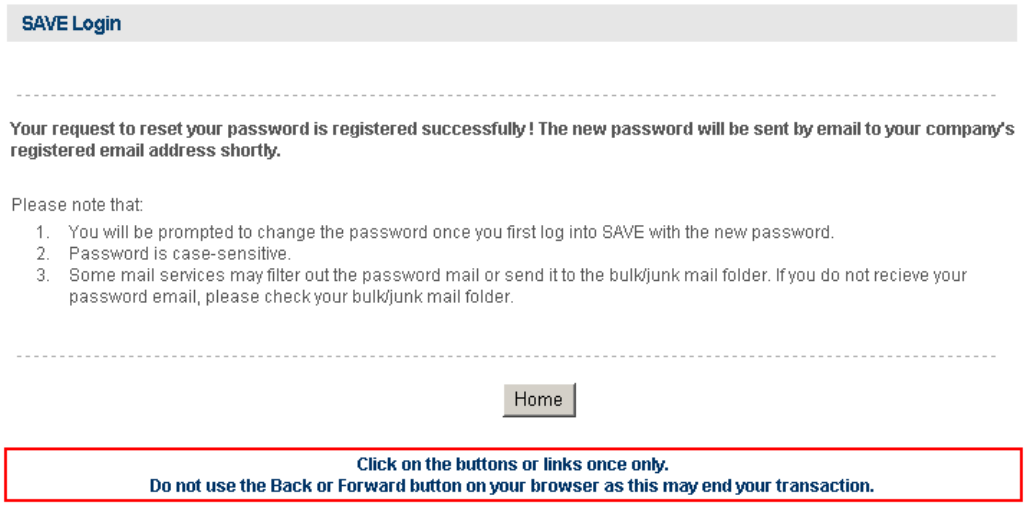
- Enter a valid User ID
- Click on the **[HERE]** hyperlink
- An acknowledgement page will be displayed.

Immigration & Checkpoints Authority
Terms and Conditions | FAQs | Help
Submission of Application for Visa Electronically (SAVE)
Note:
All fields are mandatory.
Authorised Visa Agent/Trusted Partner Login Page
Please read the Terms and Conditions carefully before clicking on the "Login" button. By accessing or using this site, you shall be deemed to have accepted to the Terms of Use, conditions and all applicable laws.
Your account is revoked
User ID : BEJJ1101
Password :
Login
Return to Homepage
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.
If you have forgotten your password or if your account has been revoked, please enter your 'User ID' and click here.
If you encounter any problems with this e-service, please contact us at 6391 6100, or email ica_save_helpdesk@ica.gov.sg
The website is optimised for IE version 7.0, 8.0, 9.0, Firefox 3.6 and Safari 6.0
ICA Website • eCitizen
© 2014 Immigration & Checkpoints Authority

Caution:
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

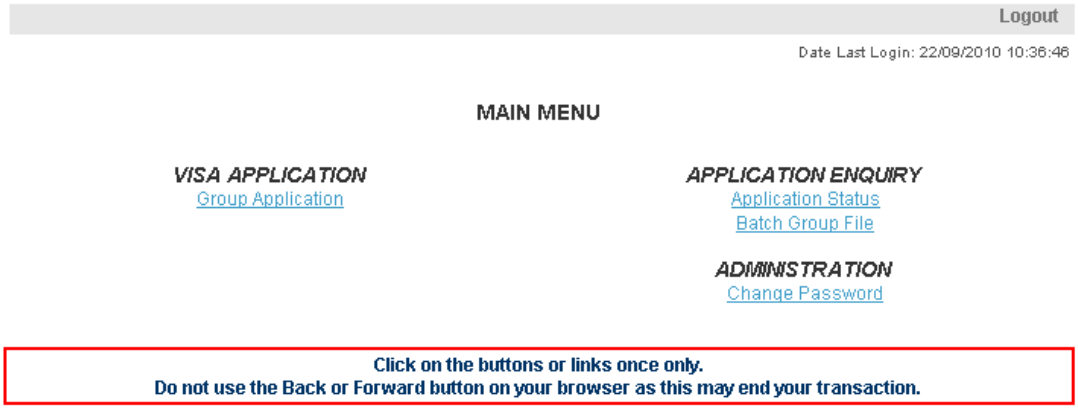
The new password will be sent to the Authorised Visa Agent/Trusted Partner's registered email address.


SAVE Login
Your request to reset your password is registered successfully ! The new password will be sent by email to your company's registered email address shortly.
Please note that:
1. You will be prompted to change the password once you first log into SAVE with the new password.
2. Password is case-sensitive.
3. Some mail services may filter out the password mail or send it to the bulk/junk mail folder. If you do not recieve your password email, please check your bulk/junk mail folder.
Home
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

Caution:
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

2.2 Authorised Visa Agent/Trusted Partner Main Menu



Upon successful login, the main menu page will be displayed as shown above

To submit group application

- Click on the **[GROUP APPLICATION]** hyperlink. Refer to **Section 3** for information on how to submit a group application.

To submit group application by uploading a Batch document

- Click on the **[BATCH GROUP FILE]** hyperlink. Refer to **Section 4** for information on how to submit a group application.

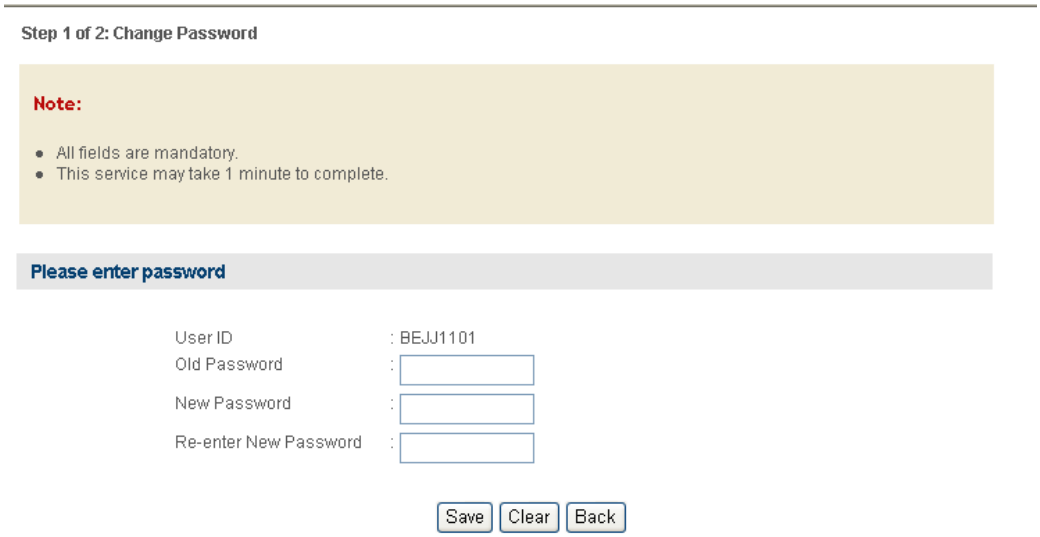
To enquire the application status of an existing visa group application

- Click on the **[APPLICATION STATUS]** hyperlink. Refer to **Section 4** for information on enquiring for an application status.

Caution:
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

2.3 Change Password



This function allows Authorised Visa Agent/Trusted Partner user to change the password. This screen will be displayed automatically if the user's password has expired or if it is the first time the user logs in to the system. This screen will also be displayed when the user's password has been reset.

The user can also change his password at any time before it expires. To do that:

- Click on the **[CHANGE PASSWORD]** hyperlink at the Main Menu
- The screen above will be displayed.

To change password

- Enter the Old Password and New Password
- Re-enter the New Password
- Click on the **[SAVE]** button

To reset the fields that have been filled, click on the **[CLEAR]** button.

To return to main menu, click on the **[BACK]** button.

The users are reminded that new passwords are valid for a period of 90 days; it must be eight characters and should be different from existing (Old) password and the two previous ones.

Note: The password is case sensitive and must be alphanumeric.

Caution:
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

2.4 Logout

To logout from Authorised Visa Agent/Trusted Partner module, click on the **[LOGOUT]** hyperlink.

Caution:
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

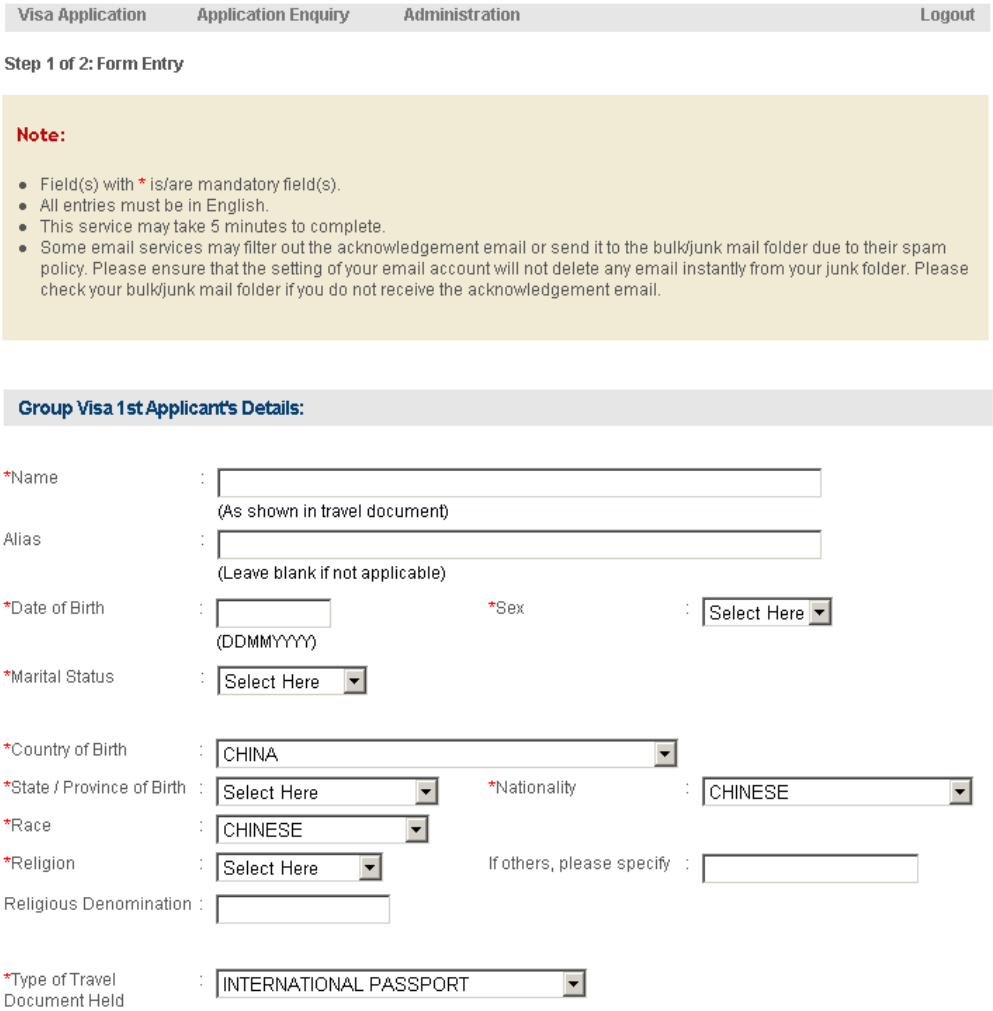
3 Visa Application – Group Visa Application

This function allows the Authorised Visa Agent/Trusted Partner to apply for a Group Visa.

3.1 Visa Application – Submit Visa Application (Form14A)

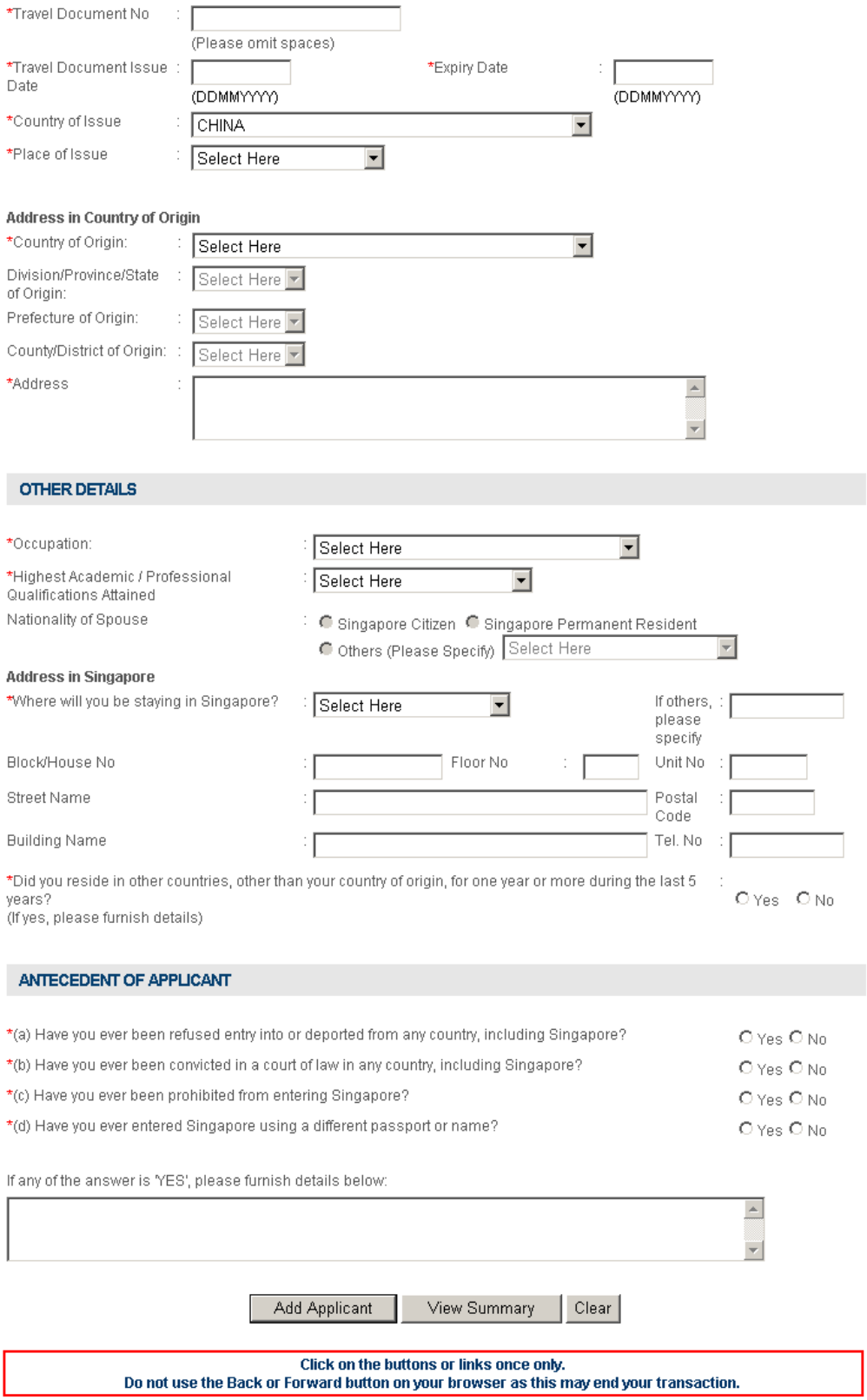
Note:
The fields mention below will be defaulted:

- Country of Birth: CHINA
- Race: CHINESE
- Nationality: CHINESE
- Type of Travel Document Held: INTERNATIONAL PASSPORT
- Country of Issue: CHINA


Visa Application
Application Enquiry
Administration
Logout
Step 1 of 2: Form Entry
Note:
Field(s) with * is/are mandatory field(s).
All entries must be in English.
This service may take 5 minutes to complete.
Some email services may filter out the acknowledgement email or send it to the bulk/junk mail folder due to their spam policy. Please ensure that the setting of your email account will not delete any email instantly from your junk folder. Please check your bulk/junk mail folder if you do not receive the acknowledgement email.
Group Visa 1st Applicant's Details:
*Name
(As shown in travel document)
Alias
(Leave blank if not applicable)
*Date of Birth
(DDMMYYYY)
*Sex
Select Here
*Marital Status
Select Here
*Country of Birth
CHINA
*State / Province of Birth
Select Here
*Nationality
CHINESE
*Race
CHINESE
*Religion
Select Here
If others, please specify
Religious Denomination
*Type of Travel Document Held
INTERNATIONAL PASSPORT

Caution:
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.


*Travel Document No :
(Please omit spaces)
*Travel Document Issue Date :
(DDMMYYYY)
*Expiry Date :
(DDMMYYYY)
*Country of Issue : CHINA
*Place of Issue : Select Here
Address in Country of Origin
*Country of Origin: : Select Here
Division/Province/State of Origin: : Select Here
Prefecture of Origin: : Select Here
County/District of Origin: : Select Here
*Address :
OTHER DETAILS
*Occupation: : Select Here
*Highest Academic / Professional Qualifications Attained : Select Here
Nationality of Spouse : Singapore Citizen Singapore Permanent Resident
Others (Please Specify) Select Here
Address in Singapore
*Where will you be staying in Singapore? : Select Here
If others, please specify :
Block/House No :
Floor No :
Unit No :
Street Name :
Postal Code :
Building Name :
Tel. No :
*Did you reside in other countries, other than your country of origin, for one year or more during the last 5 years?
(If yes, please furnish details) : Yes No
ANTECEDENT OF APPLICANT
*(a) Have you ever been refused entry into or deported from any country, including Singapore? Yes No
*(b) Have you ever been convicted in a court of law in any country, including Singapore? Yes No
*(c) Have you ever been prohibited from entering Singapore? Yes No
*(d) Have you ever entered Singapore using a different passport or name? Yes No
If any of the answer is 'YES', please furnish details below:
Add Applicant
View Summary
Clear
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

Caution:
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

This function allows the Authorised Visa Agent/Trusted Partner to apply for Group Visa. A Group Visa consists of minimum of 3 and a maximum of 35 applicants.

To add rows for the details of the countries that the applicant has resided in before

- Click on the **[ADD ROW]** button
- You can add up to a maximum of 3 rows

To delete rows for the details of the countries that the applicant has resided in before

- Click on the **[DELETE ROW]** button

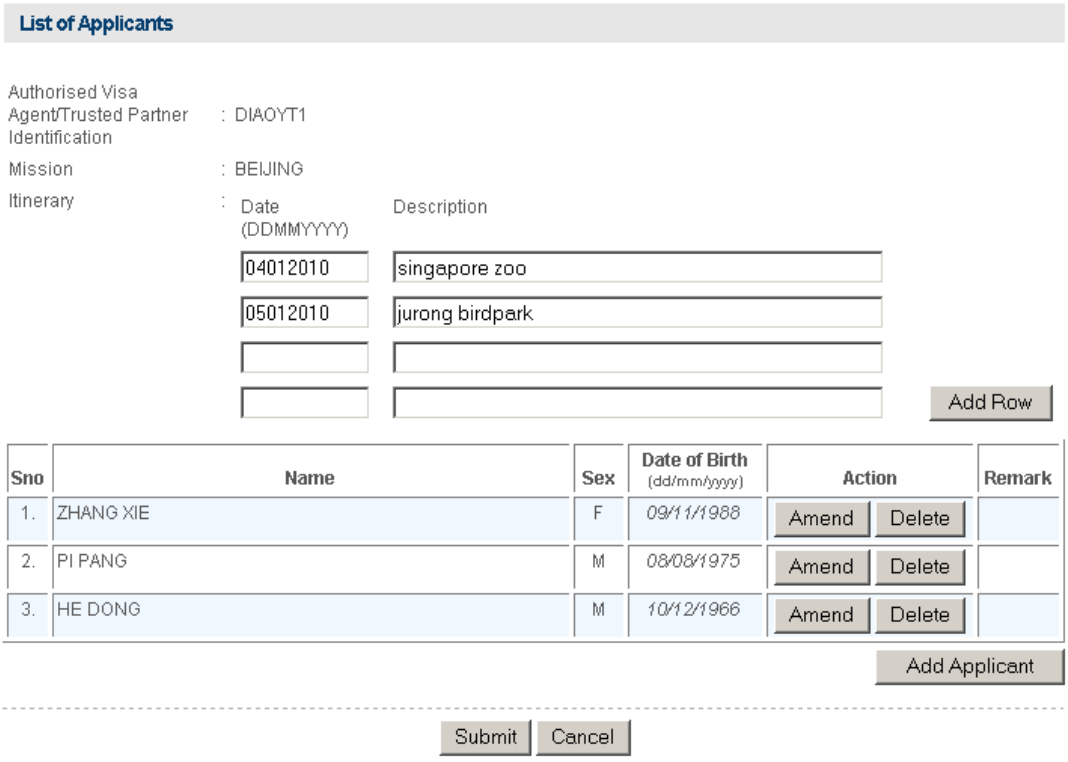
To apply for Group Visa

- Enter the mandatory fields
- Click on the **[Clear]** button to reset the values entered for the current Group Visa application
- Click on the **[ADD APPLICANT]** button to add another applicant (until you have added all the applicants)
- Click on the **[VIEW SUMMARY]** button to view the summary of all the applicants that were added. The Group Visa List page will be displayed.

Caution:
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

3.2 Visa Application – Group Visa List



To add Itinerary (maximum 10 rows) for the Group Visa application

- Enter the Date
- Enter the Description
- Click on the **[ADD ROW]** button if there are insufficient rows. You can add up to a maximum of 10 rows.

To add another applicant for a Group Visa

- Click on the **[ADD APPLICANT]** button
- Refer to the first part of section 2.5 to add new

Caution:
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

To amend an applicant details for a Group Visa

- Click on the **[AMEND]** that corresponds to the applicant
- Make necessary amendments and click on the **[VIEW SUMMARY]** button. The Group Visa List page will be displayed

To delete an applicant for a Group Visa

- Click on the **[DELETE]** button that corresponds to the applicant
- If the applicant to be deleted is the last on the list, the Authorised Visa Agent/Trusted Partner Main Menu will be displayed
- If the applicant to be deleted is not last on the list, the Group Visa List page will be displayed

To cancel the current Group Visa application

- Click on the **[CANCEL]** button
- The Authorised Visa Agent/Trusted Partner Main Menu will be displayed

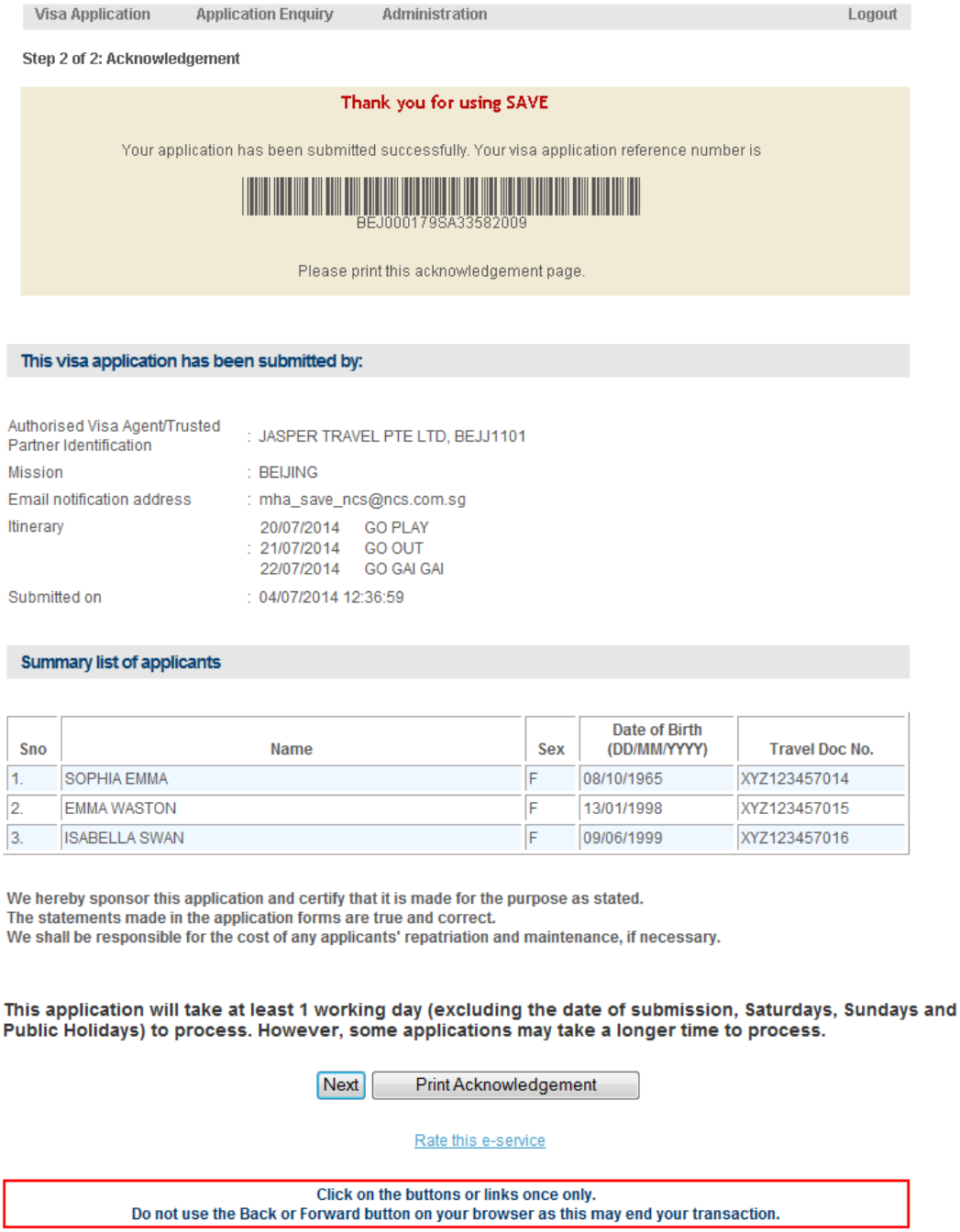
To Submit the Group Visa application of at least three applicants

- Click on the **[SUBMIT]** button
- Upon successful application of Group Visa, the acknowledgement page will be displayed

Caution:
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

3.3 Print Acknowledgement for Visa Application


Visa Application
Application Enquiry
Administration
Logout
Step 2 of 2: Acknowledgement
Thank you for using SAVE
Your application has been submitted successfully. Your visa application reference number is
BEJ000179SA33582009
Please print this acknowledgement page.
This visa application has been submitted by:
Authorised Visa Agent/Trusted Partner Identification : JASPER TRAVEL PTE LTD, BEJJ1101
Mission : BEIJING
Email notification address : mha_save_ncs@ncs.com.sg
Itinerary : 20/07/2014 GO PLAY
21/07/2014 GO OUT
22/07/2014 GO GAI GAI
Submitted on : 04/07/2014 12:36:59
Summary list of applicants
Sno | Name | Sex | Date of Birth (DD/MM/YYYY) | Travel Doc No.
1. SOPHIA EMMA F 08/10/1965 XYZ123457014
2. EMMA WASTON F 13/01/1998 XYZ123457015
3. ISABELLA SWAN F 09/06/1999 XYZ123457016
We hereby sponsor this application and certify that it is made for the purpose as stated.
The statements made in the application forms are true and correct.
We shall be responsible for the cost of any applicants' repatriation and maintenance, if necessary.
This application will take at least 1 working day (excluding the date of submission, Saturdays, Sundays and Public Holidays) to process. However, some applications may take a longer time to process.
Next
Print Acknowledgement
Rate this e-service
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

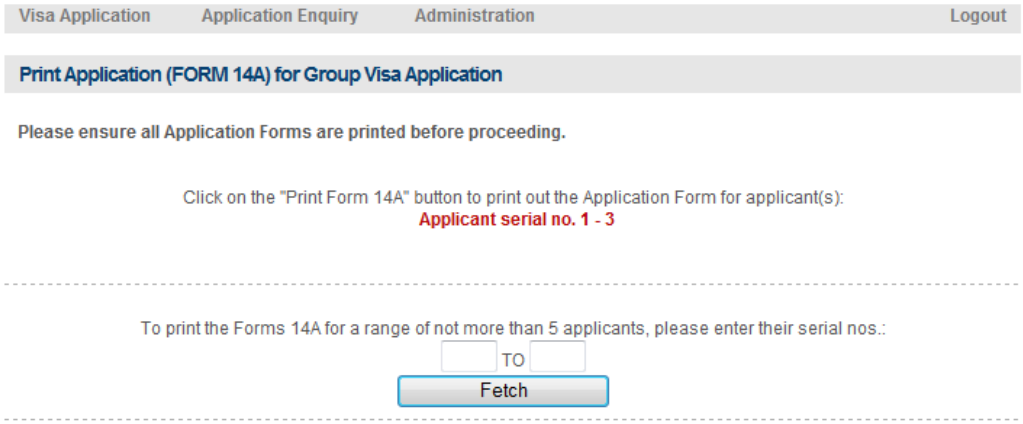
- Click on the **[PRINT ACKNOWLEDGEMENT]** button to print the acknowledgment form
- Click on the **[NEXT]** button to view the Form 14A.

Caution:
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

3.4 Print Form14A

If the Group Visa application consists of 5 or less applicants, the Form 14A for Group Visa Application page will be displayed as follows:


Visa Application
Application Enquiry
Administration
Logout
Print Application (FORM 14A) for Group Visa Application
Please ensure all Application Forms are printed before proceeding.
Click on the "Print Form 14A" button to print out the Application Form for applicant(s):
Applicant serial no. 1 - 3
To print the Forms 14A for a range of not more than 5 applicants, please enter their serial nos.:
TO
Fetch

- To fetch a range of 1-5 Form 14A for the Group Visa application
- Enter the range
- Click on the **[FETCH]** button

Caution:
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

Applicant 1

Print Form 14A

Group Visa application reference number: BEJ000178SA03572009

Notes:
**Delete where appropriate

FORM 14A
IMMIGRATION ACT [CHAPTER 133, SECTION - 55(1)]
PASSPORT ACT [No. 33 of 2007]

Photo not required

APPLICATION FOR ENTRY VISA

PART I - PARTICULARS OF APPLICANT

Name: Name as in Travel Document	ZHANG XIE		
Alias:			
Date of Birth:	09/11/1988 (DD/MM/YYYY)	Sex:	FEMALE
Marital Status:	SINGLE		
Country of Birth:	CHINA		
State / Province of Birth:	CHONGQIN		
Race:	CHINESE		
Nationality:	CHINESE		
Type of Travel Document Held:	INTERNATIONAL PASSPORT		
Travel Document No:	G93257477		
Travel Document Issue Date:	09/11/2006 (DD/MM/YYYY)	Expiry Date:	08/11/2016 (DD/MM/YYYY)
Country of Issue:	CHINA		
Place of Issue:	CHONGQIN		
Address in Country of Origin			
Country of Origin:	CHINA		
Division/Province/State of Origin:	CHONGQIN		
Prefecture of Origin:			
County/District of Origin:			
Address:	94 DA LU JIA CHONGQIN 124683		

Caution:
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

- 1 -

1. ZHANG XIE

Group Visa application reference number: BEJ0D178SA03572009

PART II - OTHER DETAILS

Occupation:	STUDENT				
Highest Academic / Professional Qualifications Attained:	DIPLOMA				
Religion/Denomination:	BUDDHIST				
Date of Intended Arrival in Singapore / Period of Visa Applied For:	25TH DEC 2009 / 5 WEEKS				
Purpose of Visit:	GROUP TOUR				
Nationality of Spouse:					

Address in Singapore

Where will you be staying in Singapore?:	HOTEL				
Block/House No.:	1	Floor No.:	04	Unit No.:	10
Street Name:	BEACH ROAD			Postal Code:	189673
Building Name:	RAFFLES HOTEL			Tel. No.:	63397650

Did you reside in other countries, other than your country of origin, for one year or more during the last 5 years? NO

- 2 -

PART III - ANY ANTECEDENT OF APPLICANT

(a) Have you ever been refused entry into or deported from any country, including Singapore?	NO
(b) Have you ever been convicted in a court of law in any country, including Singapore?	NO
(c) Have you ever been prohibited from entering Singapore?	NO
(d) Have you ever entered Singapore using a different passport or name?	NO

DETAILS OF ANTECEDENT

1. ZHANG XIE

PART IV - DECLARATION BY APPLICANT

I declare that the particulars and documents furnished in respect of this application are true and correct.

I undertake not to misuse controlled drugs or to take part in any political or other activities during my stay in Singapore which would make me an undesirable or prohibited immigrant under the Immigration Act.

I undertake to comply with the provisions of the Immigration Act and any regulations made thereunder or any statutory modification or re-enactment thereof for the time being in force in Singapore.

I undertake not to involve in any criminal offences in Singapore.

I undertake not to indulge in any activities which are inconsistent with the purpose for which the immigration passes have been issued

I further undertake not to be engaged in any form of employment, business or occupation whilst in Singapore without a valid work pass issued under the Employment of Foreign Manpower Act (Cap. 91A).

I am aware that overstaying or working illegally in Singapore is a serious offence and on conviction, the penalties may include mandatory imprisonment and caning.

I understand that if the Controller of Immigration is satisfied that I or any member of my family breaches this undertaking or becomes an undesirable or prohibited immigrant, he will cancel my immigration pass and the passes of the members of my family, and we may be required to leave Singapore within 24 hours of such cancellation.

I understand that this application for and possession of a visa does not guarantee entry into Singapore and permission to entry is entirely discretionary at the point of entry.

I give my consent for your department to obtain and verify information from or with any source as you deem appropriate for the assessment of my application for immigration facilities.

Date _____ Signature of Applicant _____

- 3 -

Caution:
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

Applicant 2

Group Visa application reference number: BEJ000178SA03572009

Notes:
**Delete where appropriate

FORM 14A
IMMIGRATION ACT [CHAPTER 133, SECTION - 55(1)]
PASSPORT ACT [No. 33 of 2007]

Photo not required

APPLICATION FOR ENTRY VISA

PART I - PARTICULARS OF APPLICANT

Name:	PI PANG
Name as in Travel Document	
Alias:	

Date of Birth:	08/08/1975 (DD/MM/YYYY)	Sex:	MALE
Marital Status:	MARRIED		
Country of Birth:	CHINA		
State / Province of Birth:	GANSU		
Race:	CHINESE		
Nationality:	CHINESE		
Type of Travel Document Held:	INTERNATIONAL PASSPORT		
Travel Document No:	G53536942		
Travel Document Issue Date:	08/08/2005 (DD/MM/YYYY)	Expiry Date:	07/08/2015 (DD/MM/YYYY)
Country of Issue:	CHINA		
Place of Issue:	GANSU		
Address in Country of Origin			
Country of Origin:	CHINA		
Division/Province/State of Origin:	GANSU		
Prefecture of Origin:			
County/District of Origin:			
Address:	745 MO MI JIE GANSU 984235		

PART II - OTHER DETAILS

Occupation:	PROFESSIONAL				
Highest Academic / Professional Qualifications Attained:	POST GRADUATE				
Religion/Denomination:	BUDDHIST				
Date of Intended Arrival in Singapore / Period of Visa Applied For:	25TH DEC 2009 / 5 WEEKS				
Purpose of Visit:	GROUP TOUR				
Nationality of Spouse:	CHINESE				
Address in Singapore					
Where will you be staying in Singapore?:	HOTEL				
Block/House No.:	1	Floor No.:	04	Unit No.:	10
Street Name:	BEACH ROAD			Postal Code:	189673
Building Name:	RAFFLES PLACE			Tel. No.:	63396750

Did you reside in other countries, other than your country of origin, for one year or more during the last 5 years? NO

Caution:
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

PART III - ANY ANTECEDENT OF APPLICANT	
(a) Have you ever been refused entry into or deported from any country, including Singapore?	NO
(b) Have you ever been convicted in a court of law in any country, including Singapore?	NO
(c) Have you ever been prohibited from entering Singapore?	NO
(d) Have you ever entered Singapore using a different passport or name?	NO

DETAILS OF ANTECEDENT

2. PI PANG

PART IV - DECLARATION BY APPLICANT

I declare that the particulars and documents furnished in respect of this application are true and correct.

I undertake not to misuse controlled drugs or to take part in any political or other activities during my stay in Singapore which would make me an undesirable or prohibited immigrant under the Immigration Act.

I undertake to comply with the provisions of the Immigration Act and any regulations made thereunder or any statutory modification or re-enactment thereof for the time being in force in Singapore.

I undertake not to involve in any criminal offences in Singapore.

I undertake not to indulge in any activities which are inconsistent with the purpose for which the immigration passes have been issued

I further undertake not to be engaged in any form of employment, business or occupation whilst in Singapore without a valid work pass issued under the Employment of Foreign Manpower Act (Cap. 91A).

I am aware that overstaying or working illegally in Singapore is a serious offence and on conviction, the penalties may include mandatory imprisonment and caning.

I understand that if the Controller of Immigration is satisfied that I or any member of my family breaches this undertaking or becomes an undesirable or prohibited immigrant, he will cancel my immigration pass and the passes of the members of my family, and we may be required to leave Singapore within 24 hours of such cancellation.

I understand that this application for and possession of a visa does not guarantee entry into Singapore and permission to entry is entirely discretionary at the point of entry.

I give my consent for your department to obtain and verify information from or with any source as you deem appropriate for the assessment of my application for immigration facilities.

_____ Date

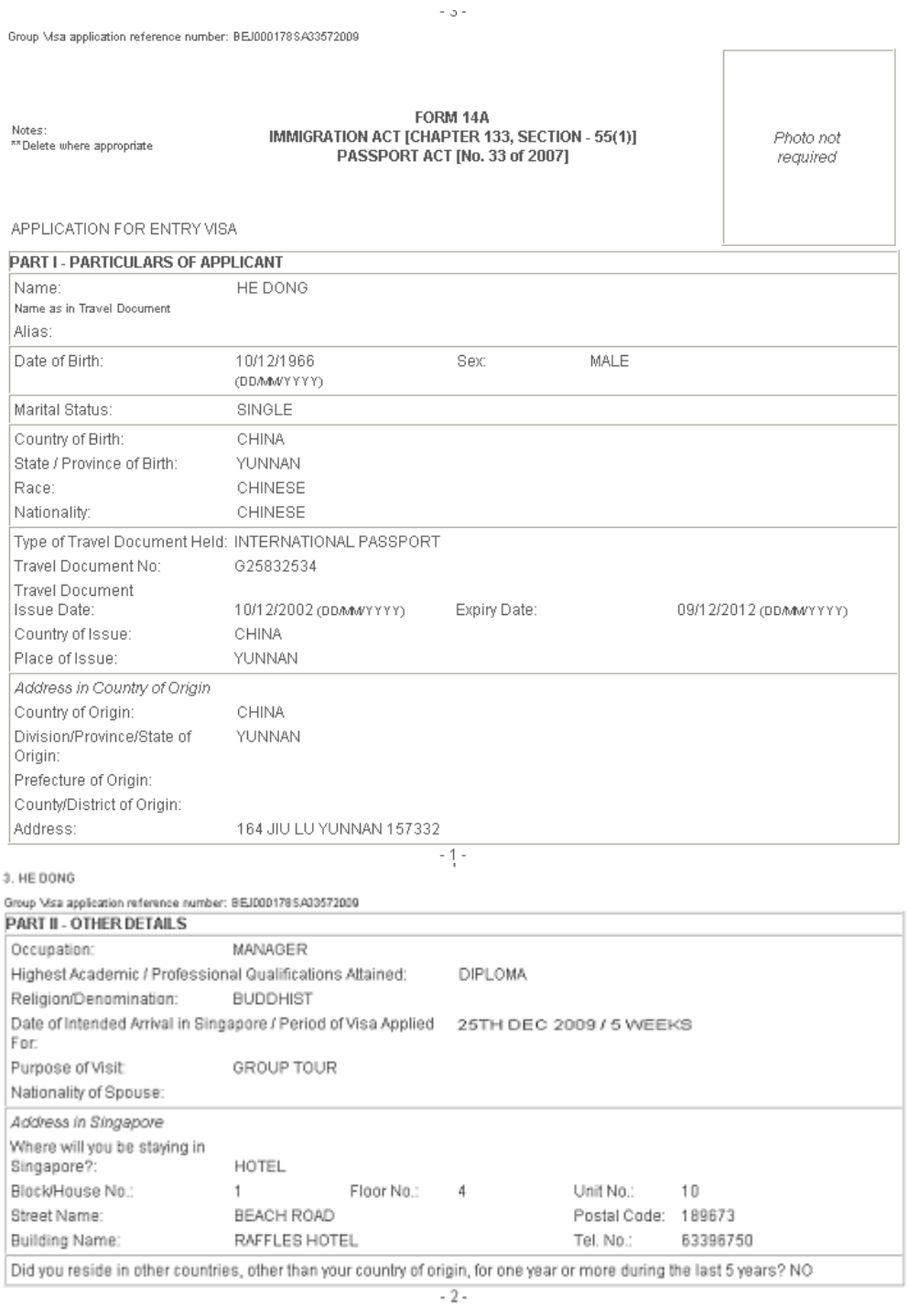
_____ Signature of Applicant

3

Caution:
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

Applicant 3



- 3 -

Group Visa application reference number: BEJ000178SA03572009

Notes:
**Delete where appropriate

FORM 14A
IMMIGRATION ACT [CHAPTER 133, SECTION - 55(1)]
PASSPORT ACT [No. 33 of 2007]

Photo not required

APPLICATION FOR ENTRY VISA

PART I - PARTICULARS OF APPLICANT

Name: Name as in Travel Document	HE DONG		
Alias:			
Date of Birth:	10/12/1966 (DD/MM/YYYY)	Sex:	MALE
Marital Status:	SINGLE		
Country of Birth:	CHINA		
State / Province of Birth:	YUNNAN		
Race:	CHINESE		
Nationality:	CHINESE		
Type of Travel Document Held:	INTERNATIONAL PASSPORT		
Travel Document No:	G25832534		
Travel Document Issue Date:	10/12/2002 (DD/MM/YYYY)	Expiry Date:	09/12/2012 (DD/MM/YYYY)
Country of Issue:	CHINA		
Place of Issue:	YUNNAN		
Address in Country of Origin			
Country of Origin:	CHINA		
Division/Province/State of Origin:	YUNNAN		
Prefecture of Origin:			
County/District of Origin:			
Address:	164 JIU LU YUNNAN 157332		

- 1 -

3. HE DONG

Group Visa application reference number: BEJ000178SA03572009

PART II - OTHER DETAILS

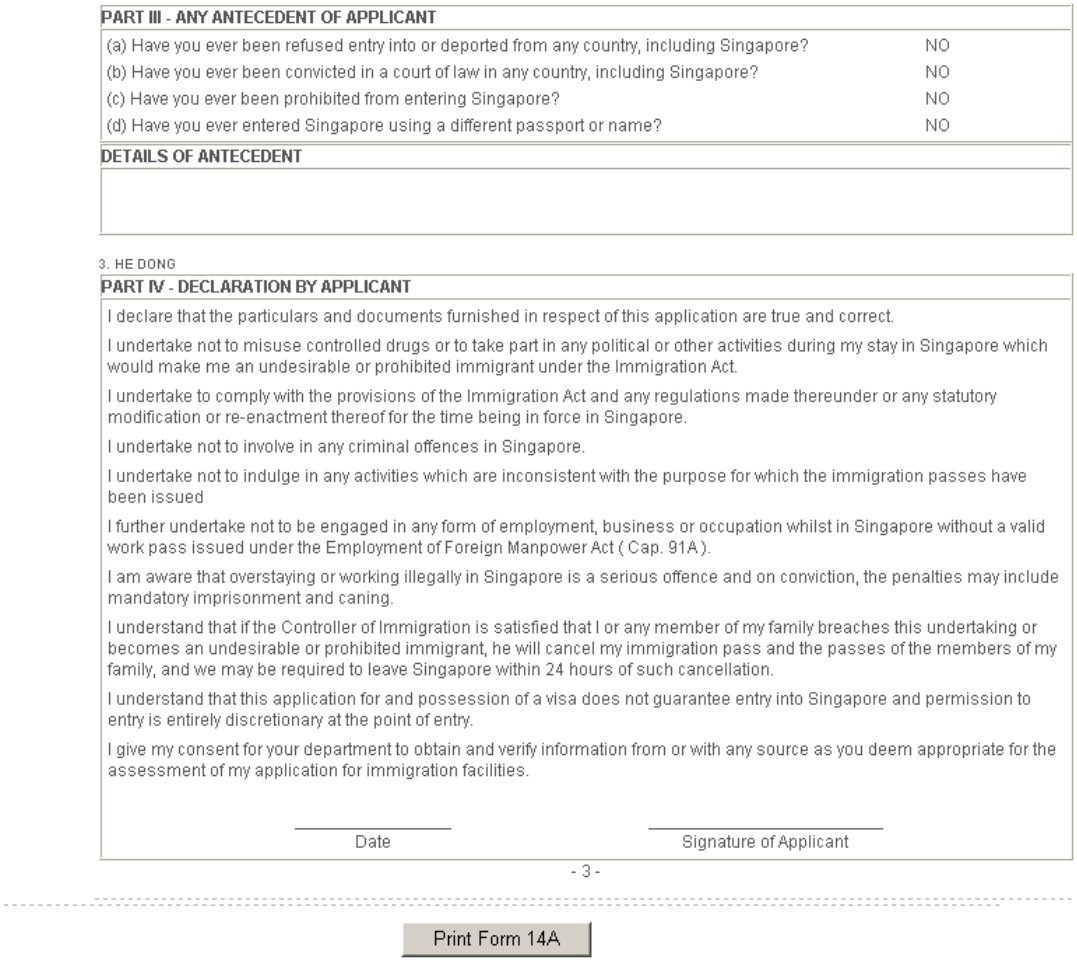
Occupation:	MANAGER				
Highest Academic / Professional Qualifications Attained:	DIPLOMA				
Religion/Denomination:	BUDDHIST				
Date of Intended Arrival in Singapore / Period of Visa Applied For:	25TH DEC 2009 / 5 WEEKS				
Purpose of Visit:	GROUP TOUR				
Nationality of Spouse:					
Address in Singapore					
Where will you be staying in Singapore?:	HOTEL				
Block/House No.:	1	Floor No.:	4	Unit No.:	10
Street Name:	BEACH ROAD			Postal Code:	189673
Building Name:	RAFFLES HOTEL			Tel. No.:	63396750

Did you reside in other countries, other than your country of origin, for one year or more during the last 5 years? NO

- 2 -

Caution:
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.



PART III - ANY ANTECEDENT OF APPLICANT	
(a) Have you ever been refused entry into or deported from any country, including Singapore?	NO
(b) Have you ever been convicted in a court of law in any country, including Singapore?	NO
(c) Have you ever been prohibited from entering Singapore?	NO
(d) Have you ever entered Singapore using a different passport or name?	NO

DETAILS OF ANTECEDENT

3. HE DONG

PART IV - DECLARATION BY APPLICANT

I declare that the particulars and documents furnished in respect of this application are true and correct.

I undertake not to misuse controlled drugs or to take part in any political or other activities during my stay in Singapore which would make me an undesirable or prohibited immigrant under the Immigration Act.

I undertake to comply with the provisions of the Immigration Act and any regulations made thereunder or any statutory modification or re-enactment thereof for the time being in force in Singapore.

I undertake not to involve in any criminal offences in Singapore.

I undertake not to indulge in any activities which are inconsistent with the purpose for which the immigration passes have been issued

I further undertake not to be engaged in any form of employment, business or occupation whilst in Singapore without a valid work pass issued under the Employment of Foreign Manpower Act (Cap. 91A).

I am aware that overstaying or working illegally in Singapore is a serious offence and on conviction, the penalties may include mandatory imprisonment and caning.

I understand that if the Controller of Immigration is satisfied that I or any member of my family breaches this undertaking or becomes an undesirable or prohibited immigrant, he will cancel my immigration pass and the passes of the members of my family, and we may be required to leave Singapore within 24 hours of such cancellation.

I understand that this application for and possession of a visa does not guarantee entry into Singapore and permission to entry is entirely discretionary at the point of entry.

I give my consent for your department to obtain and verify information from or with any source as you deem appropriate for the assessment of my application for immigration facilities.

Date _____ Signature of Applicant _____

- 3 -

Print Form 14A

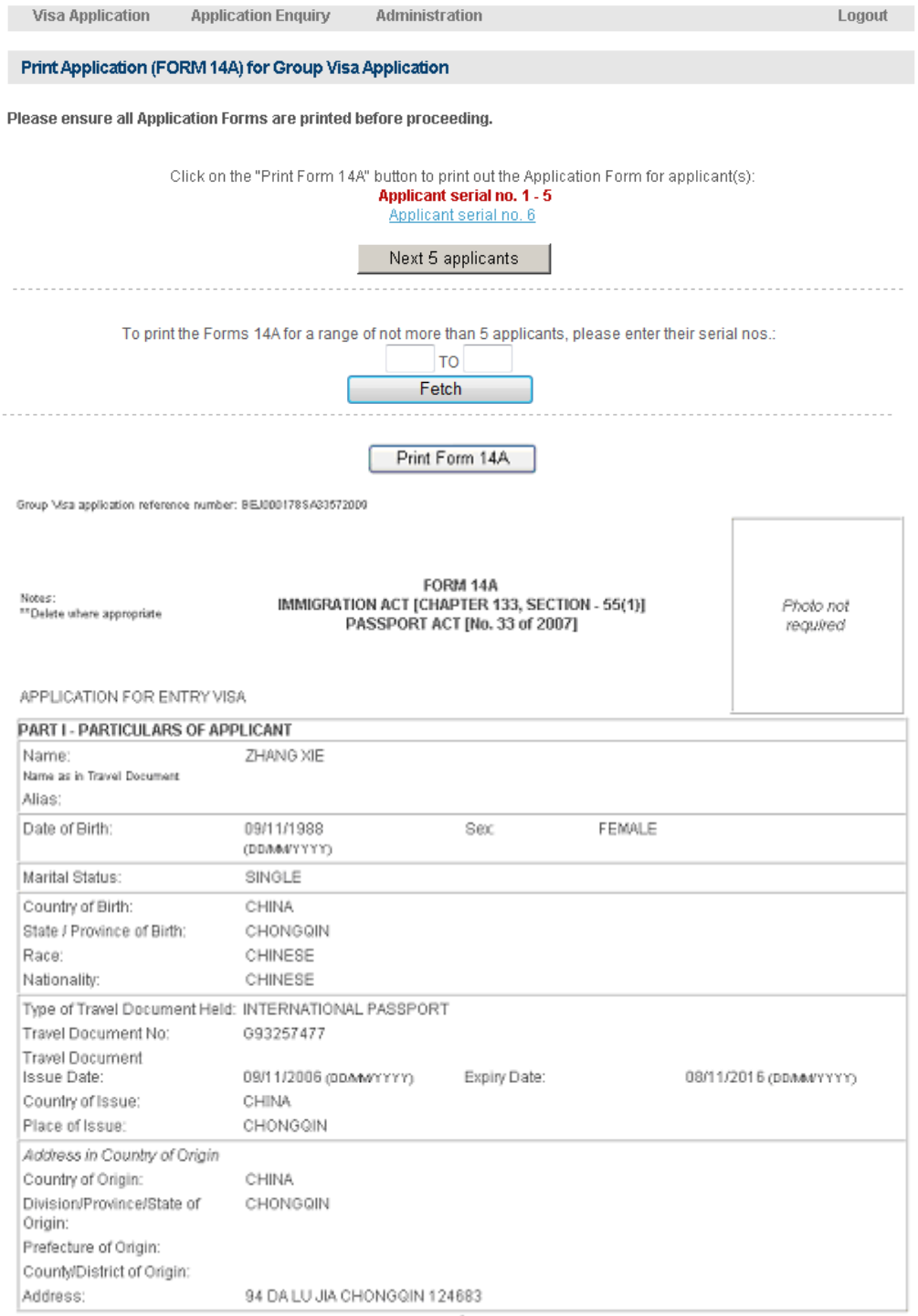
- To print the Form 14A for the Group Visa application, click on the **[PRINT FORM 14A]** button

Caution:
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

If the Group Visa application consists of more than 5 applicants, the Form 14A Print page will be displayed as follows:

To view the next 5 applicants, click on the **[NEXT 5 APPLICANTS]** button



Visa Application | Application Enquiry | Administration | Logout

Print Application (FORM 14A) for Group Visa Application

Please ensure all Application Forms are printed before proceeding.

Click on the "Print Form 14A" button to print out the Application Form for applicant(s):
Applicant serial no. 1 - 5
Applicant serial no. 6

Next 5 applicants

To print the Forms 14A for a range of not more than 5 applicants, please enter their serial nos.:
TO
Fetch

Print Form 14A

Group Visa application reference number: BEJ000178SA03572009

Notes:
**Delete where appropriate

FORM 14A
IMMIGRATION ACT [CHAPTER 133, SECTION - 55(1)]
PASSPORT ACT [No. 33 of 2007]

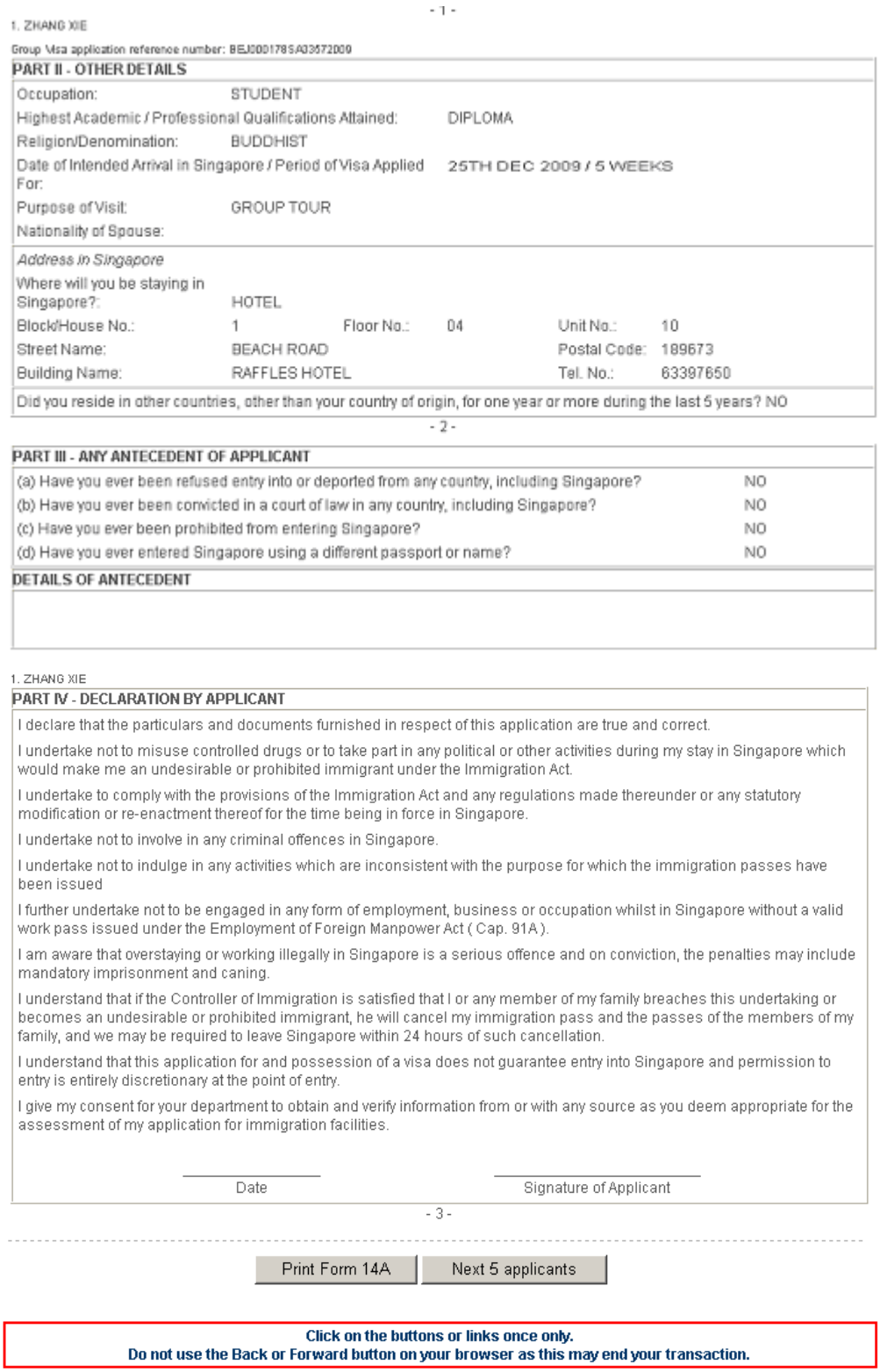
Photo not required

APPLICATION FOR ENTRY VISA

PART I - PARTICULARS OF APPLICANT			
Name: Name as in Travel Document	ZHANG XIE		
Alias:			
Date of Birth: (DD/MM/YYYY)	09/11/1988	Sex:	FEMALE
Marital Status:	SINGLE		
Country of Birth:	CHINA		
State / Province of Birth:	CHONGQIN		
Race:	CHINESE		
Nationality:	CHINESE		
Type of Travel Document Held:	INTERNATIONAL PASSPORT		
Travel Document No:	G93257477		
Travel Document Issue Date:	09/11/2006 (DD/MM/YYYY)	Expiry Date:	08/11/2016 (DD/MM/YYYY)
Country of Issue:	CHINA		
Place of Issue:	CHONGQIN		
Address in Country of Origin			
Country of Origin:	CHINA		
Division/Province/State of Origin:	CHONGQIN		
Prefecture of Origin:			
County/District of Origin:			
Address:	94 DA LU JIA CHONGQIN 124683		

Caution:
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.



- 1 -

1. ZHANG XIE

Group Visa application reference number: BEJ000178SA03572009

PART II - OTHER DETAILS

Occupation:	STUDENT				
Highest Academic / Professional Qualifications Attained:	DIPLOMA				
Religion/Denomination:	BUDDHIST				
Date of Intended Arrival in Singapore / Period of Visa Applied For:	25TH DEC 2009 / 5 WEEKS				
Purpose of Visit:	GROUP TOUR				
Nationality of Spouse:					

Address in Singapore

Where will you be staying in Singapore?:	HOTEL				
Block/House No.:	1	Floor No.:	04	Unit No.:	10
Street Name:	BEACH ROAD			Postal Code:	189673
Building Name:	RAFFLES HOTEL			Tel. No.:	63397650

Did you reside in other countries, other than your country of origin, for one year or more during the last 5 years? NO

- 2 -

PART III - ANY ANTECEDENT OF APPLICANT

(a) Have you ever been refused entry into or deported from any country, including Singapore?	NO
(b) Have you ever been convicted in a court of law in any country, including Singapore?	NO
(c) Have you ever been prohibited from entering Singapore?	NO
(d) Have you ever entered Singapore using a different passport or name?	NO

DETAILS OF ANTECEDENT

1. ZHANG XIE

PART IV - DECLARATION BY APPLICANT

I declare that the particulars and documents furnished in respect of this application are true and correct.

I undertake not to misuse controlled drugs or to take part in any political or other activities during my stay in Singapore which would make me an undesirable or prohibited immigrant under the Immigration Act.

I undertake to comply with the provisions of the Immigration Act and any regulations made thereunder or any statutory modification or re-enactment thereof for the time being in force in Singapore.

I undertake not to involve in any criminal offences in Singapore.

I undertake not to indulge in any activities which are inconsistent with the purpose for which the immigration passes have been issued

I further undertake not to be engaged in any form of employment, business or occupation whilst in Singapore without a valid work pass issued under the Employment of Foreign Manpower Act (Cap. 91A).

I am aware that overstaying or working illegally in Singapore is a serious offence and on conviction, the penalties may include mandatory imprisonment and caning.

I understand that if the Controller of Immigration is satisfied that I or any member of my family breaches this undertaking or becomes an undesirable or prohibited immigrant, he will cancel my immigration pass and the passes of the members of my family, and we may be required to leave Singapore within 24 hours of such cancellation.

I understand that this application for and possession of a visa does not guarantee entry into Singapore and permission to entry is entirely discretionary at the point of entry.

I give my consent for your department to obtain and verify information from or with any source as you deem appropriate for the assessment of my application for immigration facilities.

Date _____ Signature of Applicant _____

- 3 -

Print Form 14A | Next 5 applicants

Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

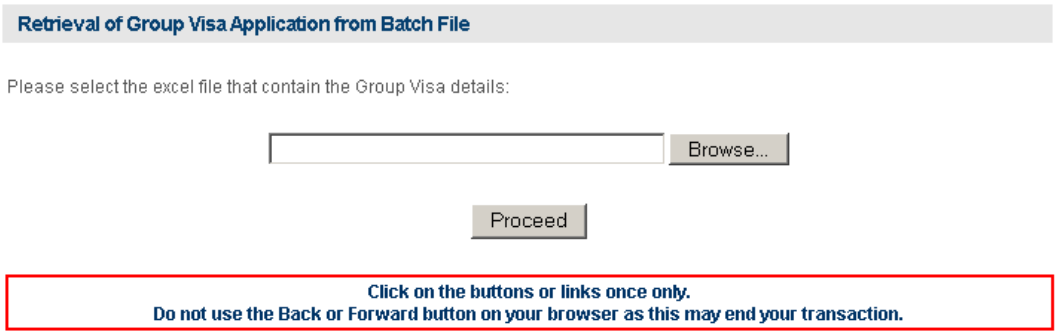
Caution:
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

4 Visa Application – Batch Group File

This function allows the Authorised Visa Agent/Trusted Partner to apply for a Group Visa by uploading an excel spreadsheet containing the itinerary and applicant details.

4.1 Visa Application – Upload Batch Document


Retrieval of Group Visa Application from Batch File
Please select the excel file that contain the Group Visa details:
Browse...
Proceed
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

This function allows the Authorised Visa Agent/Trusted Partner to apply for Group Visa by retrieval the Group Application details from a Batch File.

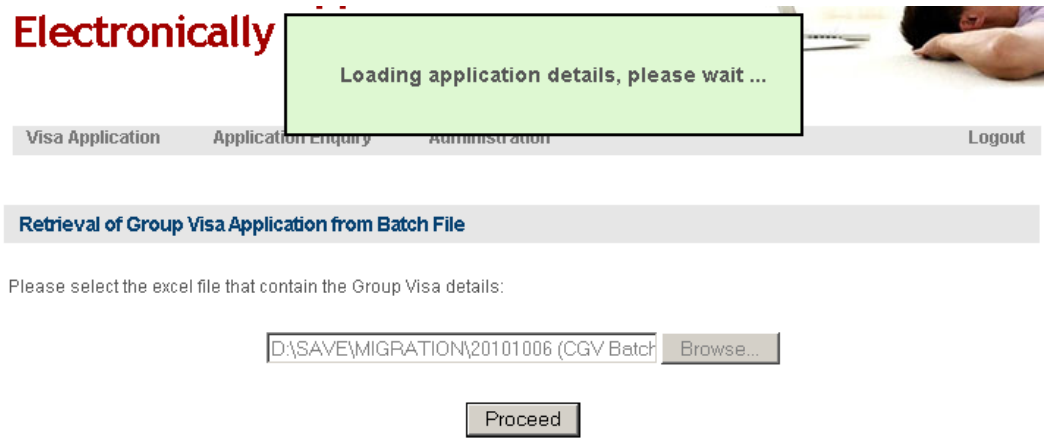
To upload the Group Visa details click on the **[BROWSE]** button to upload an excel file (.xls) from the Local Computer.
To process the Group Visa detail from the document click on the **[PROCEED]** button

Note: The **[PROCEED]** button will be disabled if there is an error message been shown after the files has been uploaded.

Caution:
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

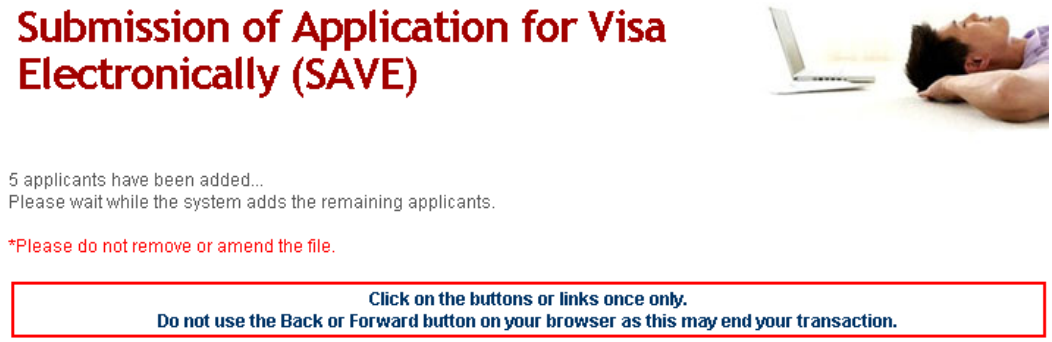
Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

After the **[PROCEED]** button has been clicked, a message will appear and stated that the "Loading application details, please wait ..."



4.2 Visa Application – Upload Batch Document (In Process)

This function will continue to process the Authorised Visa Agent/Trusted Partner's Group Batch File upload until the system finishes adding the remaining applicants from the uploaded file.


Submission of Application for Visa Electronically (SAVE)
5 applicants have been added...
Please wait while the system adds the remaining applicants.
*Please do not remove or amend the file.
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

Caution:
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

4.3 Visa Application – Group Visa List

This is the preview page after uploading the excel file for a group applications for at least 3 applicants.

Step 1 of 2: Form Entry

Note:

- All fields are mandatory.

List of Applicants

Authorised Visa Agent/Trusted Partner Identification : T211

Mission : SINGAPORE

Itinerary :
30/09/2010 TOUCH DOWN
02/10/2010 VISIT FRIENDS
03/10/2010 ZOO
04/10/2010 JURONG BIRD PARK
05/10/2010 SINGAPORE SCIENCE CENTRE
06/10/2010 F1 RACE
07/10/2010 FREE AND EASY
08/10/2010 SHOPPING
09/10/2010 PACKING
10/10/2010 FLY OFF

Sno	Name	Sex	Date of Birth (dd/mm/yyyy)	Travel Document No.	Remark
1.	TAN LING LING	F	01/01/1940	G23456	
2.	TAY CHOON MONG	M	02/02/1941	G23457	
3.	ZHI LI	F	03/03/1942	G23458	
4.	KWOK SENG FU	M	04/04/1943	G23459	
5.	CHEUNG GEUK MAN	F	05/05/1944	G23460	
6.	CHOW FATT YUN	M	06/06/1945	G23461	
7.	LING XIA QING	F	07/07/1946	G23462	
8.	LAU WAH TUCK	M	08/08/1947	G23463	
9.	CHUNG HONG CHU	F	09/09/1948	G23464	
10.	CHEUNG YOU XUE	M	10/10/1949	G23465	

Submit Cancel

Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

Caution:
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

- Click on the **[SUBMIT]** button to Submit the Group Visa application of at least three applicants
    - Upon successful application of Group Visa, the acknowledgement page will be displayed
- Click one of the applicant names underlined and highlighted in blue (eg: **TAN LING LING**) to view the confirmation page for an individual applicant,
- Click the **[CANCEL]** button to cancel the application

Step 2 of 3: Confirmation

PARTICULARS OF APPLICANT

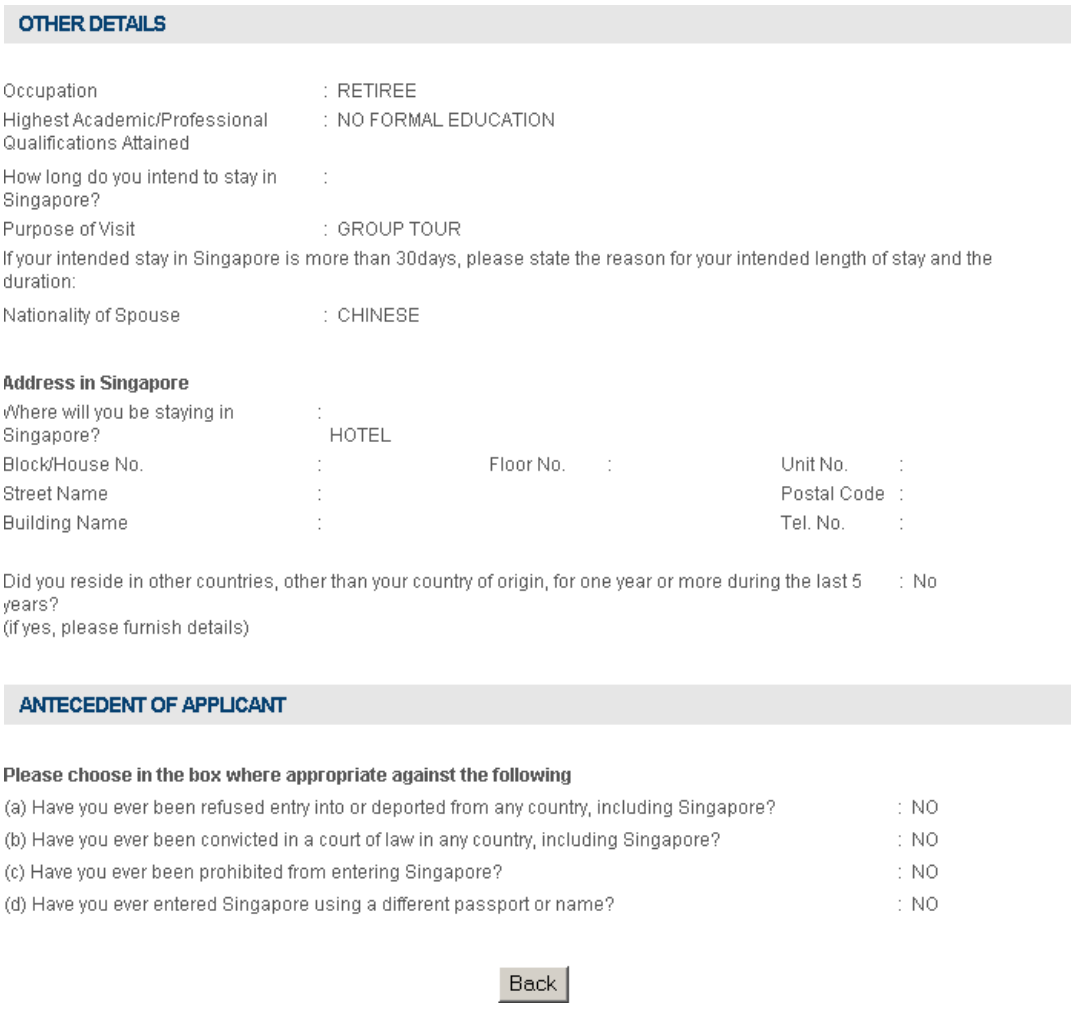
Name	: TAN LING LING (Full name as it appears in passport/travel document)		
Alias	: (Leave blank if not applicable)		
Date of Birth	: 01/01/1940	Sex	: FEMALE
Marital Status	: MARRIED		
Country of Birth	: CHINA	State / Province of Birth	: HEBEI
Race	: CHINESE	Nationality	: CHINESE
Religion	: BUDDHIST		
Religious Denomination	:		
Type of Travel Document Held	: INTERNATIONAL PASSPORT		
Travel Document No	: G23456		
Travel Document Issue Date	: 01/01/2005	Expiry Date	: 01/01/2015
Country of Issue	: CHINA		
Place of Issue	: HEBEI		

Address in Country of Origin

Country of Origin	: CHINA
Division/Province/State of Origin	: HEBEI
Prefecture of Origin	:
County/District of Origin	:
Address	: CHONGQING JIE 3 HAO

Caution:
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.



OTHER DETAILS

Occupation : RETIREE
Highest Academic/Professional Qualifications Attained : NO FORMAL EDUCATION
How long do you intend to stay in Singapore? :
Purpose of Visit : GROUP TOUR
If your intended stay in Singapore is more than 30days, please state the reason for your intended length of stay and the duration:
Nationality of Spouse : CHINESE

Address in Singapore

Where will you be staying in Singapore? : HOTEL
Block/House No. : Floor No. : Unit No. :
Street Name : Postal Code :
Building Name : Tel. No. :

Did you reside in other countries, other than your country of origin, for one year or more during the last 5 years? : No
(if yes, please furnish details)

ANTECEDENT OF APPLICANT

Please choose in the box where appropriate against the following

(a) Have you ever been refused entry into or deported from any country, including Singapore? : NO
(b) Have you ever been convicted in a court of law in any country, including Singapore? : NO
(c) Have you ever been prohibited from entering Singapore? : NO
(d) Have you ever entered Singapore using a different passport or name? : NO

Back

Click on the **[BACK]** button on the group visa form entry page to go back to the preview page.

Caution:
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

4.4 Acknowledgement Page

This is the confirmation page for group visa applications.

Step 2 of 2: Acknowledgement

Thank you for using SAVE

Your application has been submitted successfully. Your visa application reference number is

VSC00021USA32702010

Please print this acknowledgement page.

This visa application has been submitted by:

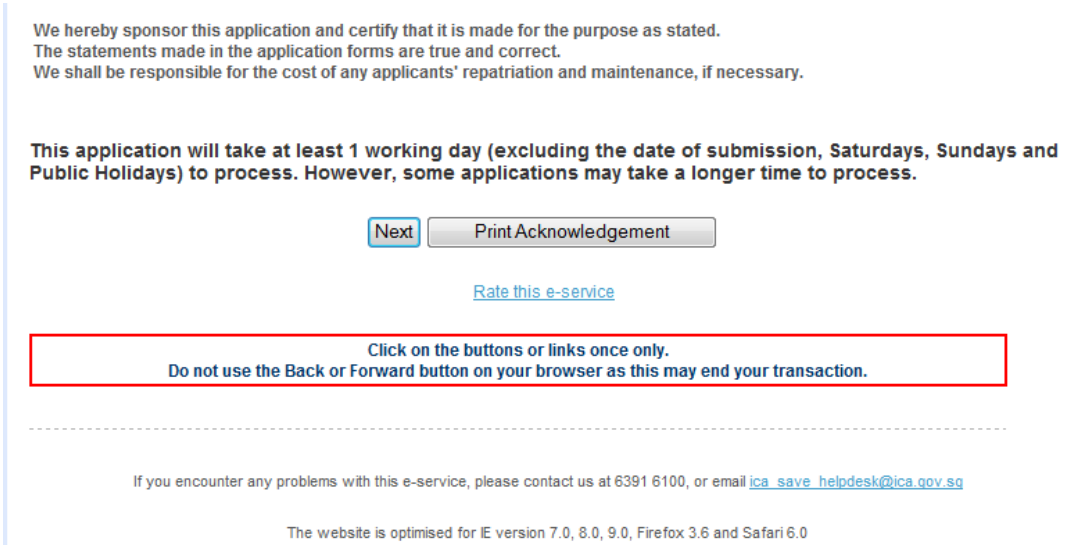
Authorised Visa Agent/Trusted Partner Identification	:	TRAVEL 21(S) PTE LTD, VSCVB701
Mission	:	SINGAPORE
Email notification address	:	mha_save_ncs@mha.gov.sg
Itinerary	:	30/09/2010 TOUCH DOWN 02/10/2010 VISIT FRIENDS 03/10/2010 ZOO 04/10/2010 JURONG BIRD PARK 05/10/2010 SINGAPORE SCIENCE CENTRE 06/10/2010 F1 RACE 07/10/2010 FREE AND EASY 08/10/2010 SHOPPING 09/10/2010 PACKING 10/10/2010 FLY OFF
Submitted on	:	27/09/2010 16:20:12

Summary list of applicants

Sno	Name	Sex	Date of Birth (DD/MM/YYYY)	Travel Doc No.
1.	TAN LING LING	F	01/01/1940	G23456
2.	TAY CHOON MONG	M	02/02/1941	G23457
3.	ZHI LI	F	03/03/1942	G23458
4.	KWOK SENG FU	M	04/04/1943	G23459
5.	CHEUNG GEUK MAN	F	05/05/1944	G23460
6.	CHOW FATT YUN	M	06/06/1945	G23461
7.	LING XIA QING	F	07/07/1946	G23462
8.	LAU WAH TUCK	M	08/08/1947	G23463
9.	CHUNG HONG CHU	F	09/09/1948	G23464
10.	CHEUNG YOU XUE	M	10/10/1949	G23465

Caution:
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.


We hereby sponsor this application and certify that it is made for the purpose as stated.
The statements made in the application forms are true and correct.
We shall be responsible for the cost of any applicants' repatriation and maintenance, if necessary.
This application will take at least 1 working day (excluding the date of submission, Saturdays, Sundays and Public Holidays) to process. However, some applications may take a longer time to process.
Next
Print Acknowledgement
Rate this e-service
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.
If you encounter any problems with this e-service, please contact us at 6391 6100, or email ica_save_helpdesk@ica.gov.sg
The website is optimised for IE version 7.0, 8.0, 9.0, Firefox 3.6 and Safari 6.0

- Click on the **[PRINT ACKNOWLEDGEMENT]** button to print the acknowledgment form
- Click on the **[NEXT]** button to view the Form 14A.

Caution:
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

5 Printing of Visa Application Form 14A

5.1 Printing of Visa Application Form 14A (Single)

Visa Application | Application Enquiry | Administration | Logout

Applicant's detail for Group Visa Application: *BEJ000178SA33572009*

Click on the "Print" button to print out the Application Form for this applicant

Print Back

Group Visa application reference number: BEJ000178SA33572009

Notes:
**Delete where appropriate

FORM 14A
IMMIGRATION ACT [CHAPTER 133, SECTION - 55(1)]
PASSPORT ACT [No. 33 of 2007]

Photo not required

APPLICATION FOR ENTRY VISA

PART I - PARTICULARS OF APPLICANT

Name: Name as in Travel Document	PI PANG		
Alias:			
Date of Birth:	08/08/1975 (DD/MM/YYYY)	Sex:	MALE
Marital Status:	MARRIED		
Country of Birth:	CHINA		
State / Province of Birth:	GANSU		
Race:	CHINESE		
Nationality:	CHINESE		
Type of Travel Document Held:	INTERNATIONAL PASSPORT		
Travel Document No:	G53536942		
Travel Document Issue Date:	08/08/2005 (DD/MM/YYYY)	Expiry Date:	07/08/2015 (DD/MM/YYYY)
Country of Issue:	CHINA		
Place of Issue:	GANSU		
Address in Country of Origin			
Country of Origin:	CHINA		
Division/Province/State of Origin:	GANSU		
Prefecture of Origin:			
County/District of Origin:			
Address:	745 MO MI JIE GANSU 964235		

- 1 -

Caution:
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

2. PI PANG

Group Visa application reference number: BEJ000178SA03572009

PART II - OTHER DETAILS

Occupation:	PROFESSIONAL				
Highest Academic / Professional Qualifications Attained:	POST GRADUATE				
Religion/Denomination:	BUDDHIST				
Date of Intended Arrival in Singapore / Period of Visa Applied For:	25TH DEC 2009 / 5 WEEKS				
Purpose of Visit:	GROUP TOUR				
Nationality of Spouse:	CHINESE				

Address in Singapore

Where will you be staying in Singapore?:	HOTEL				
Block/House No.:	1	Floor No.:	04	Unit No.:	10
Street Name:	BEACH ROAD			Postal Code:	189673
Building Name:	RAFFLES PLACE			Tel. No.:	63396750

Did you reside in other countries, other than your country of origin, for one year or more during the last 5 years? NO

- 2 -

PART III - ANY ANTECEDENT OF APPLICANT

(a) Have you ever been refused entry into or deported from any country, including Singapore?	NO
(b) Have you ever been convicted in a court of law in any country, including Singapore?	NO
(c) Have you ever been prohibited from entering Singapore?	NO
(d) Have you ever entered Singapore using a different passport or name?	NO

DETAILS OF ANTECEDENT

2. PI PANG

PART IV - DECLARATION BY APPLICANT

I declare that the particulars and documents furnished in respect of this application are true and correct.

I undertake not to misuse controlled drugs or to take part in any political or other activities during my stay in Singapore which would make me an undesirable or prohibited immigrant under the Immigration Act.

I undertake to comply with the provisions of the Immigration Act and any regulations made thereunder or any statutory modification or re-enactment thereof for the time being in force in Singapore.

I undertake not to involve in any criminal offences in Singapore.

I undertake not to indulge in any activities which are inconsistent with the purpose for which the immigration passes have been issued

I further undertake not to be engaged in any form of employment, business or occupation whilst in Singapore without a valid work pass issued under the Employment of Foreign Manpower Act (Cap. 91A).

I am aware that overstaying or working illegally in Singapore is a serious offence and on conviction, the penalties may include mandatory imprisonment and caning.

I understand that if the Controller of Immigration is satisfied that I or any member of my family breaches this undertaking or becomes an undesirable or prohibited immigrant, he will cancel my immigration pass and the passes of the members of my family, and we may be required to leave Singapore within 24 hours of such cancellation.

I understand that this application for and possession of a visa does not guarantee entry into Singapore and permission to entry is entirely discretionary at the point of entry.

I give my consent for your department to obtain and verify information from or with any source as you deem appropriate for the assessment of my application for immigration facilities.

Date _____ Signature of Applicant _____

- 3 -

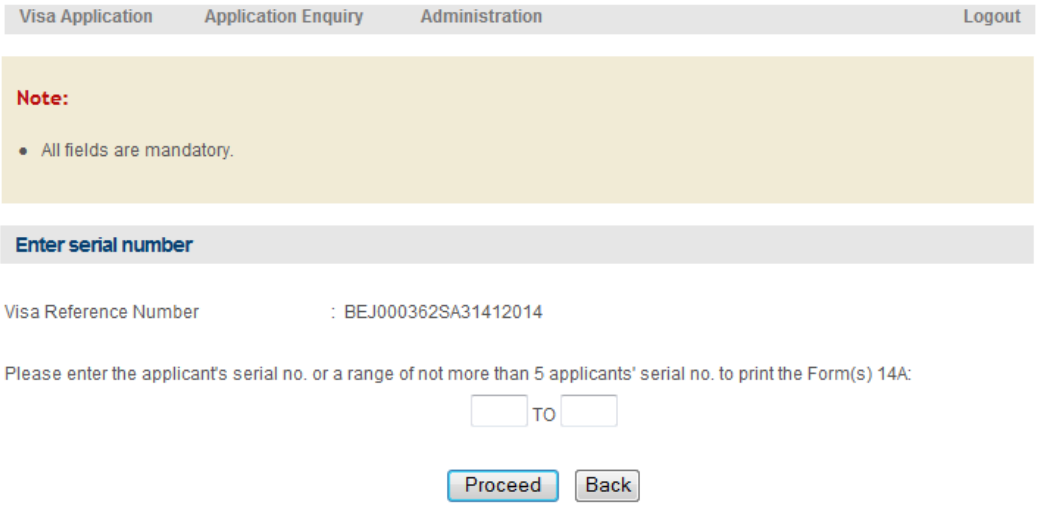
Print Back

- Click on the **[PRINT]** button to print the Form 14A
- Click on the **[BACK]** button to go back to the Group Visa entry list page

Caution:
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

5.2 Printing of Visa Application Form 14A (Multiple)



- Enter the range to be printed
- Click on the **[PROCEED]** button to display the Form 14A for Group Visa Application.

Caution:
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

- The Form 14A pages that correspond to the range entered will be displayed.

Visa Application | Application Enquiry | Administration | Logout

Print Application (FORM 14A) for Group Visa Application

Click on the "Print" button to print out the Application Form for applicant(s): **1-3**

Print Form 14A | Back

Group Visa application reference number: BEJ000178SA03572009

Notes:
**Delete where appropriate

FORM 14A
IMMIGRATION ACT [CHAPTER 133, SECTION - 55(1)]
PASSPORT ACT [No. 33 of 2007]

Photo not required

APPLICATION FOR ENTRY VISA

PART I - PARTICULARS OF APPLICANT

Name: Name as in Travel Document	ZHANG XIE		
Alias:			
Date of Birth: (DD/MM/YYYY)	09/11/1988	Sex:	FEMALE
Marital Status:	SINGLE		
Country of Birth:	CHINA		
State / Province of Birth:	CHONGQIN		
Race:	CHINESE		
Nationality:	CHINESE		
Type of Travel Document Held:	INTERNATIONAL PASSPORT		
Travel Document No:	G93257477		
Travel Document Issue Date:	09/11/2006 (DD/MM/YYYY)	Expiry Date:	08/11/2016 (DD/MM/YYYY)
Country of Issue:	CHINA		
Place of Issue:	CHONGQIN		
Address in Country of Origin			
Country of Origin:	CHINA		
Division/Province/State of Origin:	CHONGQIN		
Prefecture of Origin:			
County/District of Origin:			
Address:	94 DA LU JIA CHONGQIN 124883		

Caution:
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

- 1 -

1. ZHANG XIE

Group Visa application reference number: BEJ0001785A03572009

PART II - OTHER DETAILS

Occupation:	STUDENT				
Highest Academic / Professional Qualifications Attained:	DIPLOMA				
Religion/Denomination:	BUDDHIST				
Date of Intended Arrival in Singapore / Period of Visa Applied For:	25TH DEC 2009 / 5 WEEKS				
Purpose of Visit:	GROUP TOUR				
Nationality of Spouse:					

Address in Singapore

Where will you be staying in Singapore?:	HOTEL				
Block/House No.:	1	Floor No.:	04	Unit No.:	10
Street Name:	BEACH ROAD			Postal Code:	189673
Building Name:	RAFFLES HOTEL			Tel. No.:	63397650

Did you reside in other countries, other than your country of origin, for one year or more during the last 5 years? NO

- 2 -

PART III - ANY ANTECEDENT OF APPLICANT

(a) Have you ever been refused entry into or deported from any country, including Singapore?	NO
(b) Have you ever been convicted in a court of law in any country, including Singapore?	NO
(c) Have you ever been prohibited from entering Singapore?	NO
(d) Have you ever entered Singapore using a different passport or name?	NO

DETAILS OF ANTECEDENT

1. ZHANG XIE

PART IV - DECLARATION BY APPLICANT

I declare that the particulars and documents furnished in respect of this application are true and correct.

I undertake not to misuse controlled drugs or to take part in any political or other activities during my stay in Singapore which would make me an undesirable or prohibited immigrant under the Immigration Act.

I undertake to comply with the provisions of the Immigration Act and any regulations made thereunder or any statutory modification or re-enactment thereof for the time being in force in Singapore.

I undertake not to involve in any criminal offences in Singapore.

I undertake not to indulge in any activities which are inconsistent with the purpose for which the immigration passes have been issued

I further undertake not to be engaged in any form of employment, business or occupation whilst in Singapore without a valid work pass issued under the Employment of Foreign Manpower Act (Cap. 91A).

I am aware that overstaying or working illegally in Singapore is a serious offence and on conviction, the penalties may include mandatory imprisonment and caning.

I understand that if the Controller of Immigration is satisfied that I or any member of my family breaches this undertaking or becomes an undesirable or prohibited immigrant, he will cancel my immigration pass and the passes of the members of my family, and we may be required to leave Singapore within 24 hours of such cancellation.

I understand that this application for and possession of a visa does not guarantee entry into Singapore and permission to entry is entirely discretionary at the point of entry.

I give my consent for your department to obtain and verify information from or with any source as you deem appropriate for the assessment of my application for immigration facilities.

Date _____ Signature of Applicant _____

- 3 -

Print Form 14A | Back

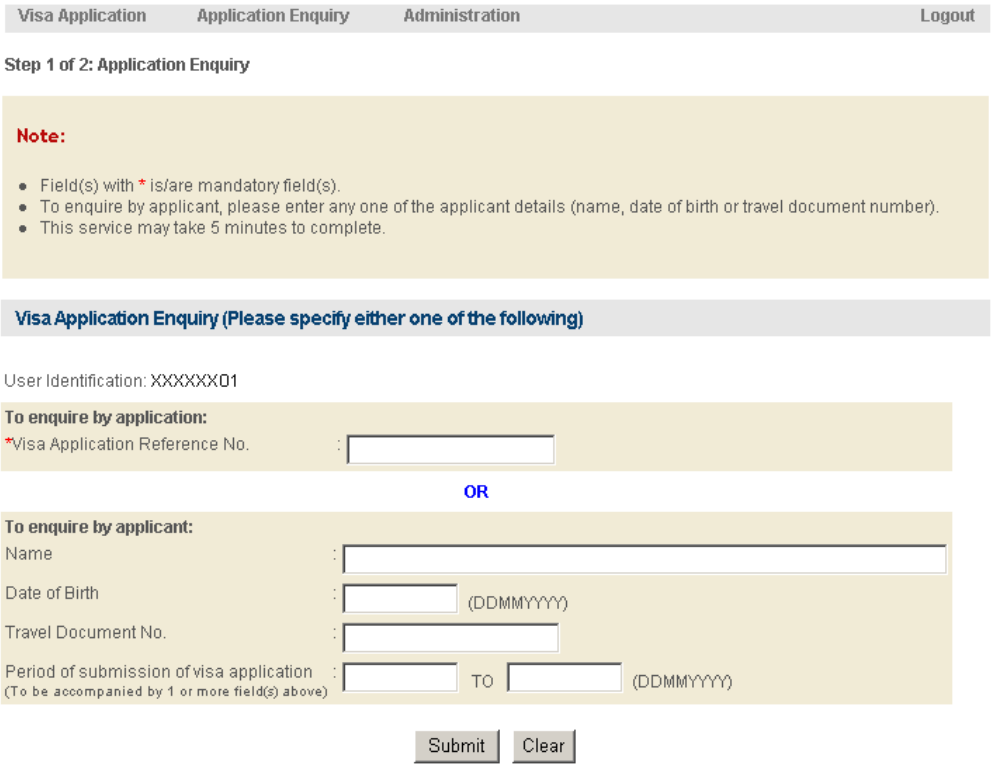
- Click on the **[PRINT FORM 14A]** button to print the Form 14A
- Click on the **[BACK]** button to go back to the Group Visa entry list page

Caution:
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

6 Application Enquiry – Application Status

6.1 Application Enquiry – Enquire by Application Reference No


Visa Application
Application Enquiry
Administration
Logout
Step 1 of 2: Application Enquiry
Note:
Field(s) with * is/are mandatory field(s).
To enquire by applicant, please enter any one of the applicant details (name, date of birth or travel document number).
This service may take 5 minutes to complete.
Visa Application Enquiry (Please specify either one of the following)
User Identification: XXXXXX01
To enquire by application:
*Visa Application Reference No.
OR
To enquire by applicant:
Name
Date of Birth
(DDMMYYYY)
Travel Document No.
Period of submission of visa application
(To be accompanied by 1 or more field(s) above)
TO
(DDMMYYYY)
Submit
Clear

This function allows the Authorised Visa Agent/Trusted Partner user to enquire Group Visa application submitted by its Authorised Visa Agent/Trusted Partner by Visa reference number or by applicant's particulars.

If the Group Visa application has been **Approved** or **Rejected**, the Authorised Visa Agent/Trusted Partner user can only view the Group Visa application.

To enquire the Group Visa application **(Pending or Withdrawn)** details based on the **Visa application reference number:**

- Enter the Visa application reference number
- Click on the **[SUBMIT]** button

To reset the values, click on the **[CLEAR]** button.

Caution:
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

If the Group Visa application is **Approved** and the enquiry is based on the **Visa application reference number**, the enquiry result page is as follows:

Visa Application | Application Enquiry | Administration | Logout

Step 2 of 2: Enquiry Results

Visa Application is Approved

No. of applicants approved: **3**
No. of applicants rejected: **0**

Summary of Application Details

This visa application has been submitted by:

Authorised Visa Agent/Trusted Partner Identification : JASPER TRAVEL PTE LTD, BEJJ1103
Mission : BEIJING
Email notification address : ABC@EMAIL.COM
Itinerary : 04/01/2010 SINGAPORE ZOO
05/01/2010 JURONG BIRD PARK
Submitted on : 23/12/2009 22:21:21

Summary list of approved applicants:

Visa Reference Number : BEJ000178SA33572009

Sno	Name	Sex	Date of Birth	Travel Doc No.	Occupation	Province of Birth
1.	ZHANG XIE	F	09/11/1988	G93257477	STUDENT	CHONGQIN
2.	PI PANG	M	08/08/1975	G53536942	PROFESSIONAL	GANSU
3.	HE DONG	M	10/12/1966	G25832534	MANAGER	YUNNAN

The above application has been approved subject to the conditions that the applicants' particulars furnished by you in the applications are true and correct and that:-

a. they hold passports with at least 6 months validity on arrival in Singapore;
b. you undertake to guarantee the maintenance and repatriation of all applicants under the 14-day Collective Gratis Visa submitted by you;
c. no extension of stay will be sought by them;
d. the 14-day Collective Gratis Visa will be issued to the whole group;
e. all applicants from the same group must arrive and depart together;

Please click here to print the approval letter and the evisa for the group.

Print Form(s) 14A | Back

Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

If you encounter any problems with this e-service, please contact us at 6391 6100, or email ica_save_helpdesk@ica.gov.sg

The website is optimised for IE version 7.0, 8.0, 9.0, Firefox 3.6 and Safari 6.0

ICA Website • eCitizen
© 2014 Immigration & Checkpoints Authority

Caution:
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

To print Form 14A for a particular applicant

- Click on the hyperlinked Name of an applicant.
- Refer to **Section 4.1** for information on printing one visa application

To print a range of Form 14A

- Click on the **[PRINT FORM (S) 14A]** button
- Refer to **Section 4.2** for information on printing a more than one visa application

Click on the **[BACK]** button to go back to the enquiry result page

- To print the Approval Letter, click on the **[HERE]** hyperlink.

A "File Download" dialog box will appear as shown below:

File Download
Do you want to open or save this file?
Name: 001AA1122334.pdf
Type: Adobe Acrobat Document, 14.8 KB
From: dev.intranet.psi.gov.sg
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

Click on the **[OPEN]** button to open the e-Visa in your computer.
Click on the **[SAVE]** button to save the e-Visa in your computer.

Caution:
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

The format of the e-Visa will appear as shown below:

Caution:
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

Tel : 6391 6100
Fax : 6296 0843 / 6296 0837
Internet : http://www.ica.gov.sg

ICA Building
10, Kallang Road #08-00
Singapore 208718
(Next to Lavender MRT Station)
ICA_Feedback@ica.gov.sg

Immigration & CheckPoints Authority

Your ref:

Our Ref: BEJ000349SA31182014

28-APR-2014

e-VISA NO: AA0000295

MANAGER

Dear Sir/Madam

APPLICATION FOR COLLECTIVE GRATIS VISA

I am pleased to inform you that your application for the above on 28/04/2014 for a stay of Two (2) weeks based on your itinerary (*) appended below is successful for the applicants listed in e-Visa No: AA0000295

2. As you have sponsored their stay in Singapore, you shall be responsible for the costs of maintenance and repatriation of any of the applicant(s), if neccessary.

3. You are to strictly adhere to the requirement of having a minimum group size of 3 passengers at the time of each entry. If you do not, the arriving passengers will be refused entry.

Yours faithfully

This is a computer generated letter which requires no signature.

Itinerary: (*)

20/05/2014 :

21/05/2014 :

22/05/2014 :

Inspiring Confidence in All

Caution:
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

e-Visa for Collective Gratis Visa (CGV) for PRC Group Tourists

Tour Agent Identification:
e-Visa Number: AA0000295
Visa issue date: 28-APR-2014
Visa expiry date: 19-MAY-2014
Type of Visa: MULTIPLE JOURNEY (SD)
Period of Stay: Two (2) weeks
Visa Issuing Authority:
Remarks: 14-Day CGV, Not Valid for Employment

List of Approved Applicants:

S/NO	NAME	SEX	DATE OF BIRTH	TRAVEL DOC NO	NATIONALITY
1		FEMALE			CHINESE
2		FEMALE			CHINESE
3		FEMALE			CHINESE

Itinerary:
20/05/2014 :
21/05/2014 :
22/05/2014 :

You are required to present this e-Visa to the airline and relevant Authorities at the airport, if requested. Information in this e-Visa may also be verified at our website at http://www.ica.gov.sg using SAVE.

Important Note

This e-Visa is issued to the applicants listed above, based on the information provided in the application BEJ000350SA31182014 for which your agency has truthfully declared to be so on their behalf and are fully aware of the information so provided by your tour agency in China.

A Singapore visa is not an immigration pass. It is a pre-entry permission for your applicants to travel to, and seek entry, into Singapore. A holder of a valid Singapore visa who is found suitable for entry into Singapore will be issued with an immigration pass to enter and remain in Singapore.

Caution:
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

e-Visa for Collective Gratis Visa (CGV) for PRC Group Tourists

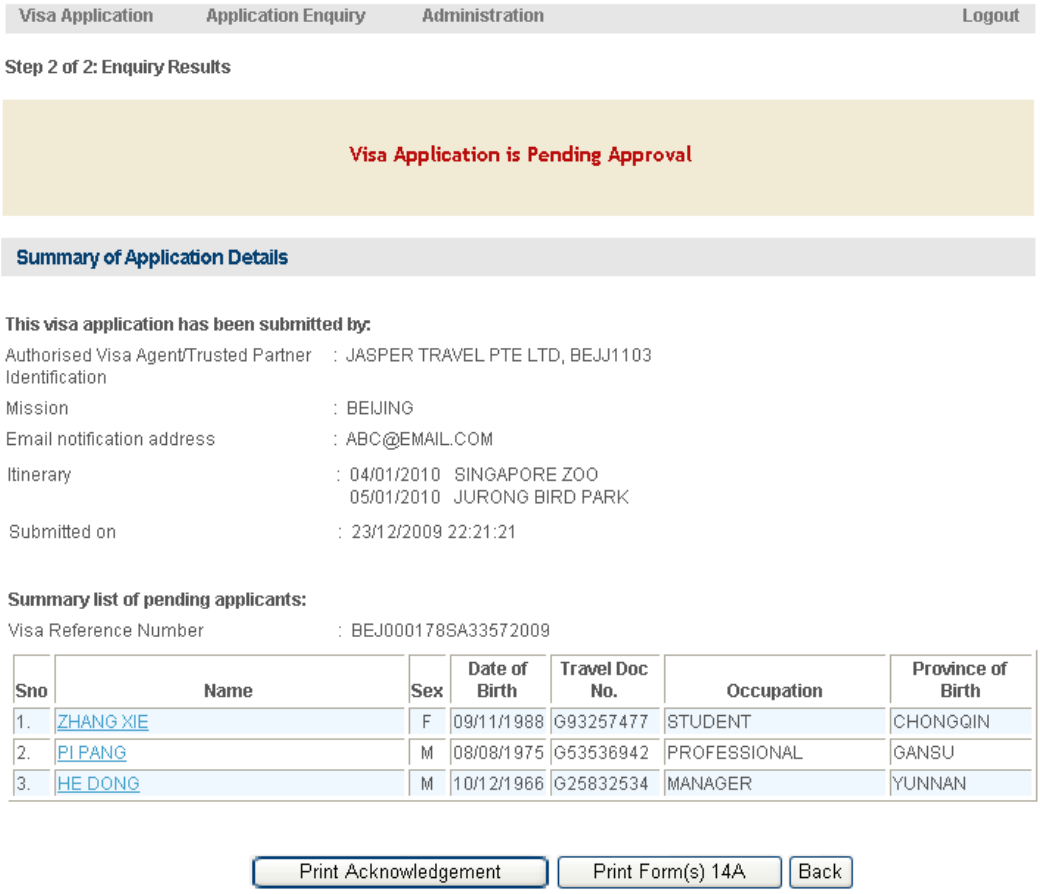
Possession of a visa alone does not guarantee entry into Singapore. A Singapore visa holder must also meet the following entry requirements:
(i) Holding a passport with at least 6 months validity;
(ii) Has sufficient funds for the period of stay in Singapore; and
(iii) Has confirmed onward/return air ticket(s).

The grant of an immigration pass to a Singapore visa holder will be determined by the Immigration & Checkpoints Authority (ICA) officers at the point of entry. The period of stay granted is shown on the visit pass endorsement given on the Singapore visa holder's passport and it is not tied to the validity of this visa. Please advise them to check their passports for the arrival endorsement and to take note of the period of stay granted before leaving the checkpoint.

Caution:
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

If the Group Visa application is **Pending** and the enquiry is based on the **Visa application reference number**, the enquiry result page is as follows:



To print a Form 14A for a particular applicant

- Click on the hyperlinked Name of an applicant.
- Refer to **Section 4.1** for information on printing one visa application

To print a range of Form 14A

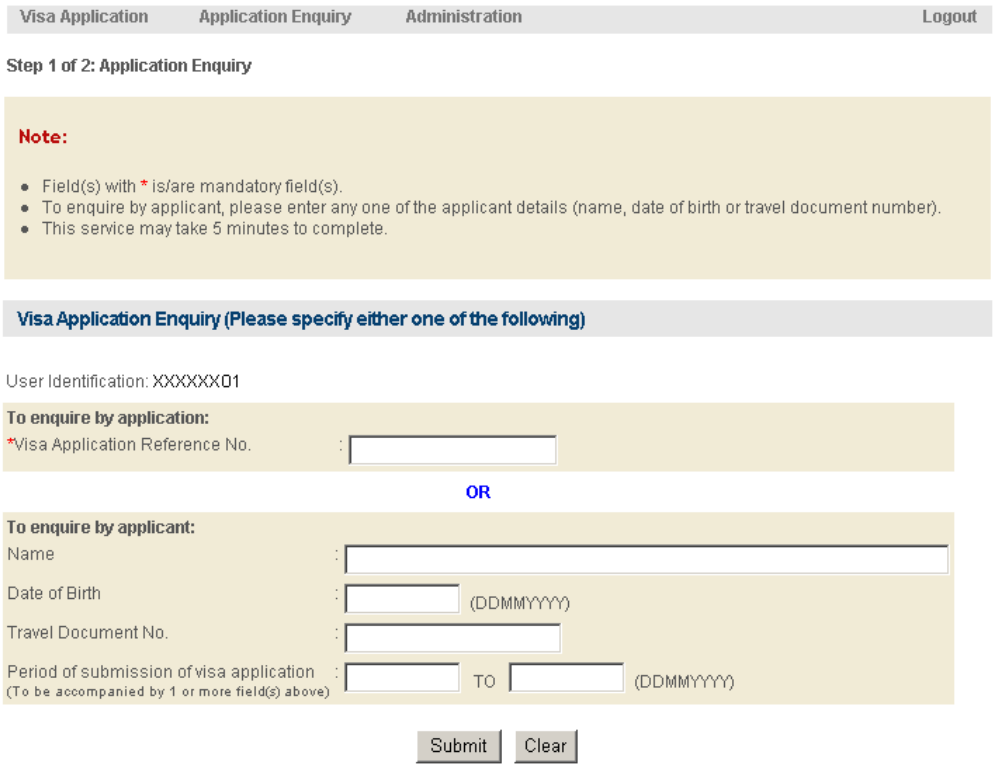
- Click on the **[PRINT FORM (S) 14A]** button
- Refer to **Section 4.2** for information on printing a more than one visa application

Click on the **[BACK]** button to go back to the enquiry result page

Caution:
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

6.2 Application Enquiry – Enquire by Applicant Details


Visa Application
Application Enquiry
Administration
Logout
Step 1 of 2: Application Enquiry
Note:
Field(s) with * is/are mandatory field(s).
To enquire by applicant, please enter any one of the applicant details (name, date of birth or travel document number).
This service may take 5 minutes to complete.
Visa Application Enquiry (Please specify either one of the following)
User Identification: XXXXXX01
To enquire by application:
*Visa Application Reference No.
OR
To enquire by applicant:
Name
Date of Birth
(DDMMYYYY)
Travel Document No.
Period of submission of visa application
(To be accompanied by 1 or more field(s) above)
TO
(DDMMYYYY)
Submit
Clear

If the Group Visa application has been **Approved** or **Rejected**, Authorised Visa Agent/Trusted Partner user can only view the Group Visa application.

To enquire the Group Visa application **(Pending or Withdrawn)** details based on the **Applicant Detail**:

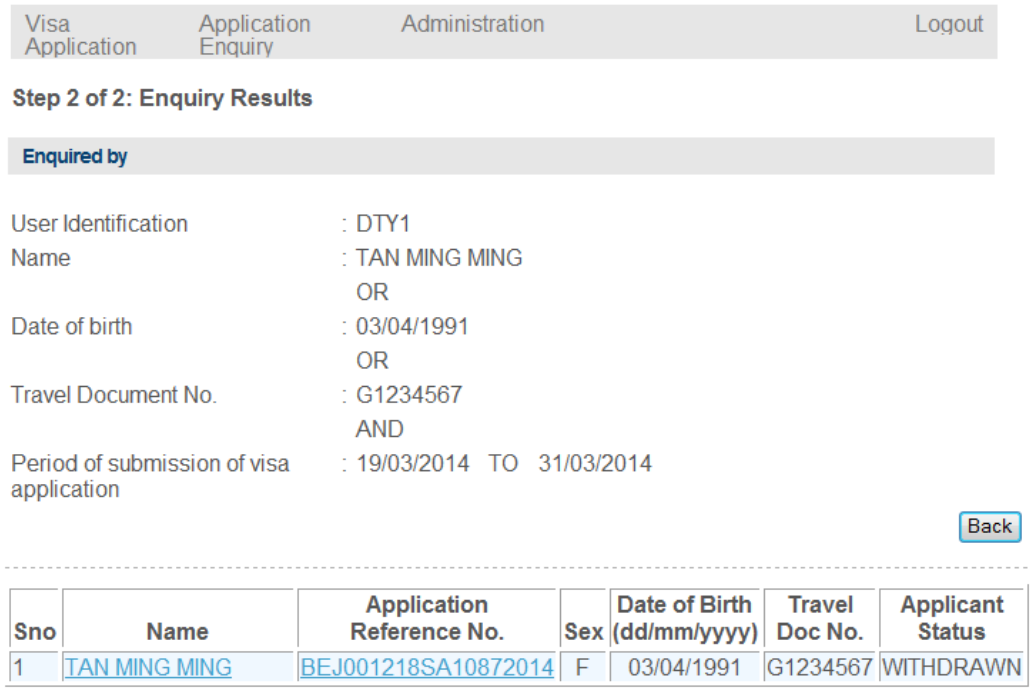
- Enter the Name or
- Enter the Date of birth or
- Enter Travel Document No. or
- Period of submission of Visa application with any of the above three
- Click on the **[SUBMIT]** button
- Upon successful enquiry of Group Visa, the enquiry result page will be displayed. Note that the result page will differ, depending on the application status and enquiry inputs.

To reset the values, click on the **[CLEAR]** button.

Caution:
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

If the Group Visa application is **Withdrawn** and the enquiry is based on the **applicant details**, the enquiry result page is as follows:



To go back to the Visa Application Enquiry page, click on the **[BACK]** button.

To print a Form 14A for a particular applicant

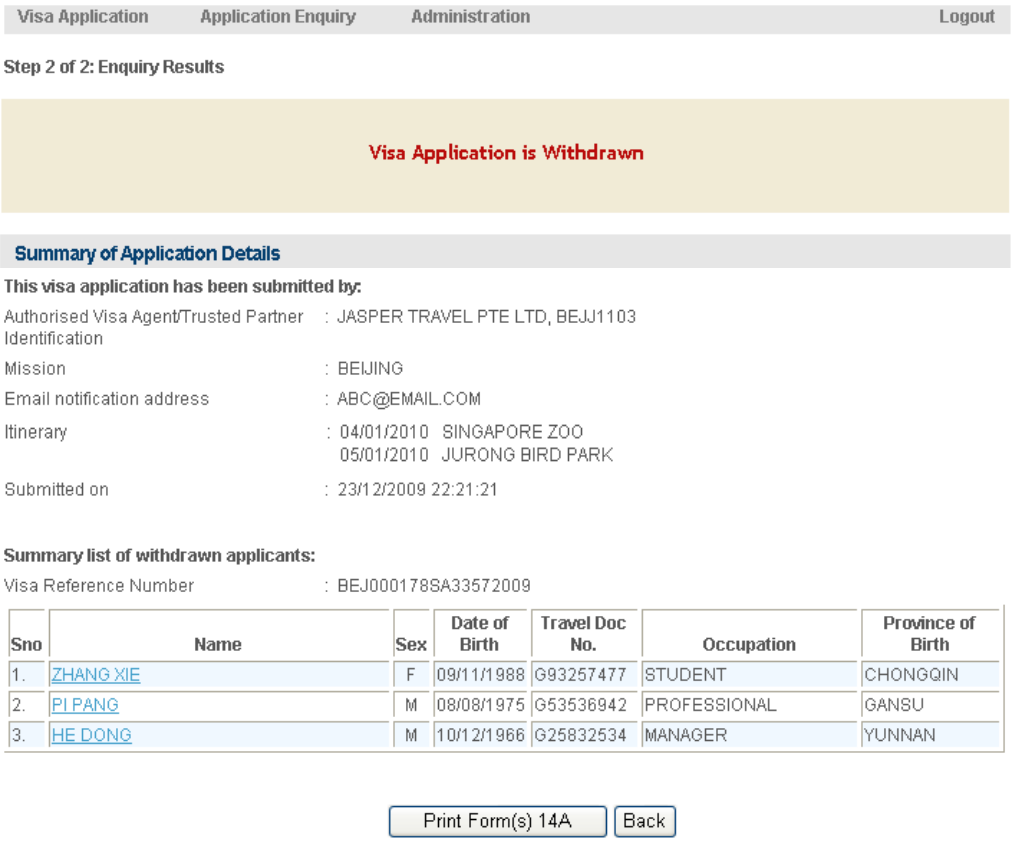
- Click on the hyperlinked Name of an applicant.
- Refer to **Section 4.1** for information on printing one visa application

Caution:
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

To enquire on the Group Visa Application Details

- Click on the hyperlinked Visa Reference No.
- The result page will be displayed as follow:



Visa Application Application Enquiry Administration Logout

Step 2 of 2: Enquiry Results

Visa Application is Withdrawn

Summary of Application Details

This visa application has been submitted by:

Authorised Visa Agent/Trusted Partner Identification : JASPER TRAVEL PTE LTD, BEJJ1103

Mission : BEIJING

Email notification address : ABC@EMAIL.COM

Itinerary : 04/01/2010 SINGAPORE ZOO
05/01/2010 JURONG BIRD PARK

Submitted on : 23/12/2009 22:21:21

Summary list of withdrawn applicants:

Visa Reference Number : BEJ000178SA33572009

Sno	Name	Sex	Date of Birth	Travel Doc No.	Occupation	Province of Birth
1.	ZHANG XIE	F	09/11/1988	G93257477	STUDENT	CHONGQIN
2.	PI PANG	M	08/08/1975	G53536942	PROFESSIONAL	GANSU
3.	HE DONG	M	10/12/1966	G25832534	MANAGER	YUNNAN

Print Form(s) 14A Back

Caution:
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

7 Frequently Asked Questions

1) Why I cannot log on to the system?

You may check that the user id and password that you have keyed in is correct. Please note that password is Case Sensitive. Please confirm with ICA System Administrator that the account for the Authorised Visa Agent/Trusted Partner Programme has been approved and created.

If you cannot find any password in your email, please double check your Authorised Visa Agent/Trusted Partner's registered email address with the Singapore Consulate/Embassy/High Commissioner in your respective location.

2) Why my account was revoked? How do I reset my password?

Your account is being revoked as you have exceeded the number of 3 tries for your login. Please follow the steps below and the email containing the password will be sent to your Authorised Visa Agent/Trusted Partner's registered email address shortly:

1) If you have received several password emails, please delete all password emails you have receive earlier to avoid confusion.
2) Go to the link at https://www.psi.gov.sg/NASApp/tmf/TMFServlet?app=SAVE-OVAL&isNew=true&Reload=true
3) Click on the button that says 'Authorised Visa Agent/Trusted Partner'
4) Enter your user id at the login page
5) Click on the link "here", near the bottom of the page to reset your password
6) Check your registered email address for the password

If you cannot find any password in your email, please double check your Authorised Visa Agent/Trusted Partner's registered email address with the Singapore Consulate in your respective location

The system will prompt you to change your password when you login for the first time using the password you received in the mail. Please note that the "Old Password" refers to the password in the email given to you when you reset your password and the password is case-sensitive.

3) Why do I get the message "Internal Error" even when I have logged into the system.

If the user has logged in to the SAVE system correctly, this occurs because the application is unable to detect the current session as the session has been lost. Close the browser and log in again.

4) Why do I get the message "Invalid e-Service State"?

- Do not click on the **BACK**, **FORWARD** or **REFRESH** button when using SAVE
- At any part of the application, please do not click on the button for more than one time
- The system may need some time to process your application, please be patience. The system will auto generate an error message page if any problem occurred during the application.
- You are reminded that the session will expire if the **page remains idle for 15 minutes**, even though you may be filling up details on that page. You may try to login again and resubmit your application.

5) How can I adjust my photograph to the correct specification?

Below are the specifications for the required photograph:

a. Image file must be JPEG file format.
b. Image file size must be less than 60Kbytes.
c. Image dimension must be 400 x 514 pixels

You may want to use the photo editor, Paint, which comes with windows OS to adjust the dimensions of the photographs in the future. You may wish to follow the steps using, Paint, below to adjust the dimensions.

a. To open the photograph using MS paint
b. To use the attribute under Image in Menu to set the size to 400x514 pixels
c. To press the button Ctrl and button 'A' on the keyboard to select the image.
d. To stretch the image to the required dimension
e. To save it under JPG format finally.